

Diversity and Inclusion

At AmcoGiffen we are fully committed to creating a working environment that allows all our employees and external key stake holders to feel comfortable to be themselves without the fear of judgement.

This policy is written with the clear purpose of committing to both our employees and external key stakeholders that inclusion and diversity is central to our strategic direction, runs through all our values and is a non-negotiable part of working at or with AmcoGiffen. We are fully committed to ensuring that all forms of discrimination are eliminated, including that which is unintended. We will not discriminate on the grounds of age, race (which includes colour, nationality and ethnic or national origins), disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, religion or belief, sex or sexual orientation, working patterns or trade union membership.

At AmcoGiffen, we respect and value our diverse people and expect everyone to be treated with dignity and respect at all times. Harassment, discrimination (direct or indirect), victimization or bullying will not be tolerated. We will take appropriate action against any individual or group found to be committing or assisting to commit these acts.

Defining diversity & inclusion

Diversity: the practice or quality of including or involving people from a range of different social and multicultural backgrounds and of different genders, sexual orientations and so on

Inclusion: the practice of creating an environment where people feel comfortable to be wholly themselves without fear of ill or different treatment or judgement.

Monitoring diversity & inclusion

Our commitment to diversity and inclusion will be supported by regularly monitoring our progress at various stages of the employment life cycle. From recruitment, where we will monitor our adverts to ensure they do not contain unintended bias through to surveying our employee's engagement where diversity will take a central place.

How does our Diversity and Inclusion Policy link to our Core Values?

SPIRIT

Safety – our diverse and inclusive workforce will feel free to speak openly about safety and provide challenge and continuous improvement where needed

Professionalism – our diverse and inclusive workplace conducts itself with pride

Innovation – our diverse workforce bring diversity of thought, strengthening innovation daily

Respect – our diverse and inclusive workplace respects and encourages difference

POL-HR-06 POLICY STATEMENT

Integrity – our diverse and inclusive workplace drives integrity

Teamwork – our diverse and inclusive workplace operates collaboratively, uniting through our difference

Applying the policy

Through the consistent application and ongoing education of and on the Diversity & Inclusion policy, we will:

- Create an environment in which diversity, individual difference and the contribution of all employees are recognised and valued
- Create a respectful working environment in which all employees can bring their whole selves to work
- Support a learning and development culture where progression opportunities are available to all
- Create an environment where breaches of the policy are few and far between but if found, are treated seriously with disciplinary action taking place where required

Making a complaint

If you experience or become aware of anything that contravenes this policy and would like to make a complaint or raise a grievance, where possible, and if it is safe and you are comfortable to do so, you should discuss the issue directly with the person responsible in the first instance. If this isn't possible or you have exhausted this route, you should contact your HR Business Partner or HR Manager to make a confidential complaint. Please refer to HR36 (Grievance & Appeals) for guidance.

If you are uncomfortable with either of those approaches, you are encouraged to refer to POL-HR-12 (Whistleblowing) Policy for further advice.

Any grievances relating to diversity and inclusion will be dealt with in the strictest of confidence and will not prejudice an employee's status or opportunities.

The AmcoGiffen Leadership Team and statutory Board of Directors fully supports the Diversity & Inclusion policy which will be continuously monitored for consistent application and will, along with any supporting procedures, be reviewed at least annually to ensure its continued suitability.



John Booth

Managing Director