

# AMF ACCESS SERVICES EQUAL OPPORTUNITIES POLICY



AMF Access Services Limited and associated subsidiaries are committed to the policy of equal treatment of all employees and applicants, and requires all employees, of whatever grade or authority, to abide by and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and the Commission for Racial Equality (and, in Northern Ireland, the Fair Employment Commission).

All employees are expected to abide by the requirements of the Equality Act 2010. Discrimination is specifically prohibited in:

- Treating any individual on grounds of any of the nine protected characteristics included within the Equality Act 2010 or membership or non-membership of a trade union, less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement (s) for any reason whatsoever related to their employment, which are different to the requirements for others.
- Imposing on an individual, requirements, which are in effect more onerous on that individual than they are on others. For example this would include applying a condition which is not warranted by the requirements of the position which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an employee.
- Harassment of an employee (which for the purposes of this policy, and the actions and sanctions applicable there to is regarded as discrimination).
- Any other act or omission of an act, which has as its effect the disadvantaging of an employee or applicant against another, or others, purely on the above grounds. Thus, in all disciplinary matters as well as consideration for training, promotion, etc., in other words all instances where those in control of employees are required to make judgments between them, it is essential that merit, experience, skills and temperament are considered as objectively as possible and any disability suffered by an employee must also be considered.

The Company commits itself to the immediate investigation of any claims of discrimination on the above grounds, and, where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary), and to the investigation of any employee accused of discrimination.

Any employee (no matter what level) found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against company policy, any employee offending will be dealt with under the company disciplinary procedure.

The Company recognises the right of an employee to belong to or not to belong to, a trade union, and membership or non-membership of such union will not be considered in any way during the career of the employee.

The Company commits itself to the employment of disabled personnel whenever possible and will treat such employees in aspects of their recruitment and employment in exactly the same manner as other employees, the difficulties of their disablement permitting. Assistance and reasonable adjustments will be given, wherever possible, to ensure that disabled employees are helped in their journeys to and from their place of work, in access to their workplace, in gaining access to the facilities on company premises, and in progressing in their career, subject only to the opportunity existing, the applicant's suitability, talent, and wish for it.

Appropriate training will be made available to such personnel who request it. The Company is open to suggestions whereby its facilities can be made more user-friendly for the benefit of the disabled.

If any employee feels that he or she has suffered discrimination in anyway the company's grievance procedure should be utilised.

In instances of sexual harassment, as far as possible, the anonymity of the complainant should be protected.

Any employee who commits an act of discrimination or harassment may be held personally responsible for any payment of damages to the offended person. An act of this nature may also constitute a criminal offence for which the penalty may be a fine and / or a custodial sentence.

The Company expects all its employees and sub-contractors to understand their responsibilities regarding equal opportunities and to familiarise themselves with the terms and requirements of the company's guidance and procedures.

The directors and senior managers of the Company will ensure through positive leadership, active participation and encouragement that employees are motivated toward the aims of this policy.