

## POL-HR-06 POLICY STATEMENT

### Diversity and Inclusion

---

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

This policy is written with the clear purpose of committing to both our colleagues and external key stakeholders that diversity and inclusion 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 origin), disability, gender reassignment, marriage and civil partnership, 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 always be treated with dignity and respect. Harassment, discrimination (direct or indirect), victimisation 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:** is 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:** is the practice of creating an environment where people feel comfortable to be wholly themselves without fear of ill or different treatment or judgement.

### Investors in Diversity

We have been awarded **Silver Accreditation by Investors in Diversity** which recognises our commitment to inclusion, diversity, and belonging. Silver Accreditation is a significant milestone acknowledging our progress and dedication to creating an inclusive culture. It also sets a strong foundation for us to aim even higher.

The award is a nationally recognised equality and diversity accreditation that recognises excellence in this area.

At the heart of Investors in Diversity are the values of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (**FREDIE**) which we have adopted as our own Diversity & Inclusion values.

We have undertaken an initial and follow up survey, to benchmark how well our colleagues believe we currently promote the FREDIE values as part of our policies and practices and where we can improve, which is documented in our action plan.

## 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 colleague's engagement where diversity will take a central place.

Diversity & Inclusion training is mandatory for all colleagues via our online learning platform. Our recruitment workshops focus on unconscious bias and our Empowering Differences workshops encourage participants to challenge behaviours and recognise how everyone can make an impact.

## AmcoGiffen Diversity and Inclusion Forum

Our Diversity and Inclusion Forum works to deliver our Diversity and Inclusion Strategy. The purpose is to shape an inclusive place of work, which celebrates and represents the diversity of the communities we live and work in and our vision is to build an open, united, and progressive company for our people. This is delivered through our FREDIE values. Each quarter we focus on key areas to promote learning and engagement through our "Let's Learn About" sessions. We work with industry partners and accreditations such as the Armed Forces Covenant and Disability Confident to continually improve our practices and create an inclusive environment.

Working alongside our Diversity & Inclusion Forum we have our **Women at AmcoGiffen forum** who strive to empower our people to thrive by creating a culture of growth, opportunity, and positive change. The forum focuses on improving our gender balance through STEM events to help promote more females into the industry as well as promoting our own females and focusing on their development into leadership roles.

Our **Your Voice Matters engagement forum** provides a voice for all colleagues to raise their questions and ideas to the Senior Leadership Team fostering an inclusive, collaborative culture.

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

**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 and inclusive workforce brings diversity of thought, enabling and strengthening innovation every day

**Respect** – our diverse and inclusive workplace respects and encourages difference

**Integrity** – our diverse and inclusive workplace drives integrity

## POL-HR-06 POLICY STATEMENT

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

### **Applying the policy**

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

- Create an environment in which diversity, individual difference and the contributions of all colleagues are recognised and valued
- Create a respectful working environment in which all colleagues 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 this 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 is not possible or you have exhausted this route, you should contact a member of the HR team to make a confidential complaint. Please refer to HR36 - our Grievance procedure for guidance.

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

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

The AmcoGiffen Leadership Team and statutory Board of Directors fully supports the Diversity and 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