

EQUALITY AT WORK

The aim of Access Inspection Maintenance Ltd Management System is to provide a safe and healthy workplace and working environments for all its employees and all others likely to be affected by its operations and activities.

The Directors have ultimate responsibility for implementing and ensuring adherence to this Equal at Work Policy. The Policy will be reviewed a minimum of once per annum under the Management Review Procedure. Amendments to and revisions of the policy will be formally briefed by the Managing Directors and the policy re-issued to all concerned.

Our aim is to train and attain a workforce that is representative of all sections of society and ensure that each employee feels respected and able to give their best in the workplace. In order to achieve this, we understand that to create the most productive, skilled and competent workforce you have to draw candidates from the widest pool of talent available regardless of age, disability, ethnic, national or other origin or background, colour, sex, sexual orientation, religion or belief – including non-religious belief, trans-gender status, pregnancy and maternity or marriage and civil partnership.

Training and Assessing

AIM Ltd challenges preconceived ideas at all stages in the training and assessment process in:

- delegate selection
- preparing the person specification
- advertising
- short listing
- interviewing
- selection

Job Descriptions (Employees Only)

Any existing job description is analysed and reviewed by discussing the content and any necessary changes with both the incumbent and that person's Director.

Person Specification (Employees Only)

The task of drawing up a person specification is approached in an objective fashion, taking care to ensure that all the criteria specified by AIM Ltd is appropriate and relevant to the performance of the job in question, and not based on the personal opinions of a particular Director.

Advertising

AIM Ltd where practicable will broaden the advertising media used so as not to exclude or limit applications from some sections of the community. We use the internet as the main source of recruitment and agencies (where applicable) who meet the same level of Equality, Diversity and Inclusion standards that we promote.

Interviewing (Employees Only)

During the interview process, AIM Ltd follows best practice guidelines in order to avoid discrimination:

- Where interviewing is conducted by a panel, AIM Ltd takes reasonable steps to ensure panel members are selected from a diverse pool.
- AIM Ltd makes reasonable adjustments for the interview for any candidate with a disability.
- AIM Ltd avoids personal questions which may discriminate against candidates in particular, e.g. questions about childcare arrangements.
- AIM Ltd avoids asking questions that would require the applicant to disclose their age, e.g. a question about the date he or she left school.
- AIM Ltd only ask questions that are relevant to the job under review.

Selection (Employees Only)

Selection systems are designed so that people are appointed on merit and only relevant skills, experience, qualifications and competencies are measured.

AIM Ltd aims to carry out checks on the recruitment process, i.e. monitor the numbers of people from both genders, different racial groups, people in different age groups and people with disabilities who apply for employment, who are interviewed, and who are successful in their applications. Any disproportionate outcomes can then be investigated thoroughly and appropriate measures adopted to avoid discrimination in the future.

Training

It is important that all employees are familiar with the company's policy and procedure on equal opportunities and the avoidance of discrimination and understand both the employer's and the employee's responsibilities.

AIM Ltd strives to ensure that there is equal treatment and equal access to training for all employees irrespective of gender, family status, race, religion, sexual orientation, age, disability and part-time status. The criteria used to determine eligibility for training must be based on objective factors such as individuals' abilities and job duties. Please note where relevant the course requirements for Network Rail Training courses come into consideration for both Employees and Trainees.

The following training is carried out by AIM Ltd:

- training for all Managers and others responsible for recruitment and employment decisions in equality and the avoidance of bias
- awareness training for all employees covering the need to avoid all forms of harassment and the types of behaviour that can be viewed as harassment
- induction training for all new staff to make them aware of the policies on equality and harassment/bullying, and the importance of following them
- special training or additional training (where appropriate) for any employee who has a disability, to enable him or her to perform the job to the best of his or her ability.
- following changes in legislation additional training and information is provided to all employees.

Training is flexible as regards:

- timing — so as not to disadvantage, e.g. female employees with children, part-time staff or those who for religious reasons cannot work on a particular day of the week
- location and venue — suitable for any employee who has limited mobility or who uses a wheelchair
- duration of individual sessions and regular breaks, for example to accommodate the needs of an employee who adheres to a particular religion to pray at regular intervals, or for an employee whose disability makes it difficult for him or her to concentrate for lengthy periods
- materials — for example the provision of handouts in extra large print for an employee with a visual impairment.

Inclusion

we create a working culture where differences are not merely accepted but valued; where everyone has the opportunity to develop in a way that is consistent with our vision and values. Our aim is to be an organisation where people feel involved, respected and connected to our success.

By improving our recognition of all kinds of differences we will be better placed to deliver safety, performance and value.

Engaged employees, with the freedom to innovate and the confidence to challenge where we need to improve or do things differently, especially around safety, will encourage inclusion.

As we implement this strategy, we will increase our understanding of the relationship between engagement, inclusion and safety and collaborate to create the kind of culture that serves our needs best.

We will align our work on diversity and inclusion with our safety culture, transparency, ethics and health and wellbeing objectives. We know that an open and accessible culture will support the frank and honest conversations with our Employees that are needed to build trust and respect.

We will regularly where applicable collect, monitor and analyse diversity data, including information about the gender, age, ethnicity and disability of employees and job applicants to make sure our employment processes are fair and are achieving the aims of this policy. The information will be held in strictest confidence and will only be used to illustrate and promote equality, diversity and inclusion and prevent unlawful discrimination.

Any patterns of under-representation, for example, where people with certain identities consistently appear to have reduced chances of recruitment, promotion or training, will be fully investigated in conjunction with AIM Ltd Director and positive steps to remove any barriers or discrimination and promote diversity and inclusion will be taken.

We will monitor the impact of changes to check that the approach has been fair.

We commit to undertaking a formal review of this policy every year and make sure that employees are aware and kept informed about changes to the policy. Whether it be through induction, guidance notes, booklets, manuals management training and displayed on company notice boards. Whenever appropriate this policy will feature in relevant training courses.

We will take steps to ensure that this policy is included with tender information and contracts for work undertaken for us by external organisations and individuals, for example the Code of Business Ethics refers to this policy.

Complaints

All employees should treat each other with dignity and respect whilst at work. Any employee who feels they have not been treated in accordance with this policy is entitled to raise the matter through the Individual Grievance Policy and Procedure.

All complaints will be dealt with seriously, promptly and confidentially. If an employee is found to have breached the equality, diversity and inclusion policy they may be subject to disciplinary action which could result in dismissal.

Monitoring

We will seek to improve the quality of data regarding diversity within our own workforce and in order to ensure that we are meeting our goals to attract talent from all sections of the community. This data is kept securely and in confidence for all employees during their employment. Only authorised employees will have access to this information, which is not disclosed other than as required by law.

Name: Richard Turnbull
Position: Operations Director
Date: 11/03/2024

Name: Andrew Turnbull
Position: Finance Director
Date: 11/03/2024