



Ai Automation Ltd.
14 Sheffield Street,
Manchester,
Greater Manchester,
M1 2ND

Anti-Discrimination Policy

Latest Revision	January 2024
Next Due Revision	January 2025

Introduction

We are committed to creating an equitable workplace where diverse life experiences are respected and valued. Ai Automation sees diversity paramount to the mission of our organisation. Our company provides promotion, compensation, and benefits to all employees regardless of race, colour, age, sex (including sexual orientation, pregnancy or gender identity), ethnicity or nationality, religion, disability, or medical history.

Scope

This policy applies to:

- All staff, including: directors, managers, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners;
- How the Company provides services to clients and how it interacts with other members of the public;
- All aspects of employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport;
- On-site, off-site or after-hours work; work-related social functions; conferences - wherever and whenever staff may be as a result of their duties;
- Staff treatment of other staff, of clients, and of other members of the public encountered in the course of their duties.

Responsibility for the Policy

The Company has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. The Company has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering discrimination. Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it and the issue of discrimination in supply chains. You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to the Managing Director.

Communication & Awareness of this Policy

Training on this policy, and on the risk our business faces from discrimination in its supply chains, forms part of the induction process for all individuals who work for us, and updates will be provided using established methods of communication between the business and you. Our zero-tolerance approach to discrimination must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.

Breaches of this Policy

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct. We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

Signed: Grant Mullen

Position: Managing Director

Date: 08/01/2024