



Ai Automation Ltd.
14 Sheffield Street,
Manchester,
Greater Manchester,
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Equality, Diversity and Inclusion Policy

Latest Revision	January 2024
Next Due Revision	January 2025

Introduction

Ai Automation is committed to encouraging equality, diversity and inclusion to creating an equitable workplace where diverse life experiences are respected and valued. We see diversity as paramount to the mission of our organisation.

Our company provides equality, fairness and respect for all in our employment, whether temporary, part-time or full-time. We also follow the Equality Act 2010, that we want to eliminate unlawful discrimination to all employees regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. It takes all of us to ensure that diversity or difference is not a barrier to success or incurs less favourable treatment. So it's important that all of us are clear on the expected standards of behaviour in line with our values and with equality legislation and what to do if we witness an exclusion or discrimination.

Commitment

Ai Automation commits to:

- We seek to foster an inclusive, supportive and respectful environment that appreciates and values the experiences, perspectives and skills each person brings.
- Ensure fair treatment in terms of compensation and benefits without relation to any of the Protected Characteristics.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, while promoting dignity and respect for everyone.
- Provide training to managers and employees on their rights and responsibilities under the equality, diversity and inclusion policy.
- Take serious complaints of bullying, harassment, victimisation and unlawful discrimination from employees, customers, suppliers, visitors, and others involved in the company's work activities.

- Review employment practices and procedures as needed to ensure fairness, and update them and the policy to take account of changes in the law.
- Monitor and assess the working practice on equality, diversity and inclusion policy, and any supporting action plan. Reviewing the policy annually, and considering any action to address any issues.

Responsibility for the Policy

The Company holds overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all individuals under our control comply with it. The Company has primary and day-to-day implementation of this policy, monitoring its use and effectiveness, handling inquiries, and conducting audits of internal control systems and procedures to ensure they are effective in countering discrimination.

All managers and directors share the responsibility of promoting a culture in compliance with this policy. They must ensure that every employee is aware of their responsibilities in this regard, promptly flagging any necessary developments. Every employee, in turn, bears the responsibility of ensuring that their behaviour and actions steer clear of discrimination, harassment, bullying or victimisation.

Our zero-tolerance approach to discrimination needs to 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