



AMCS Diversity, Equality, and Inclusion Policy

Advanced Manufacturing Control Systems



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Revision History

Revision	Originator	ECN No.	Date	Brief Description of Change
A01	Noreen Cantillon	-	28/01/2025	Initial document
A02	Maria Jona Anorico-Quilo	Sharepoint Approval	21/03/2025	Update on policy training requirements and inclusion of AMCS Contact link.

Document Control Information

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AMCS Diversity, Equality, and Inclusion Policy

Purpose

This policy outlines our commitment to creating an inclusive workplace where all employees feel valued, respected, and empowered. We aim to foster an environment that celebrates diversity and promotes a strong sense of belonging.

At AMCS, we believe that diversity, equity, inclusion, and anti-discrimination are essential to our success. We believe this will add value to our workplace, people, business, and the communities we serve. As per the United Nations guidance, we are committed to creating a workplace where all employees feel welcomed, valued, and respected, regardless of their race, color, creed, ethnicity, religion, sex, sexual orientation, gender identity or expression, age, national origin, ancestry, disability, marital status, veteran status, or any other characteristic protected by law. We understand that discrimination can take many forms, including overt acts of harassment and bias, as well as more subtle forms of discrimination, such as microaggressions and exclusion. We are committed to addressing all forms of discrimination to create a workplace where everyone feels safe and supported.

We recognise that a “one-size-fits-all” approach to managing people does not achieve fairness and equality of opportunity for everyone. As well as treating people with dignity and respect, AMCS strives to create a supportive environment in which all employees can flourish and reach their full potential, regardless of differences, experience or education. Harnessing the wide range of perspectives this diversity brings, promotes innovation and helps make us more creative and competitive.

Scope

This policy applies to all employees and contractors associated with AMCS. It provides guidelines for behavior and practices that support inclusion at all levels.

Definitions

AMCS’s definitions and commitment to Inclusive Belonging is to lead with inclusion and diversity principles to achieve a commitment to the following principles:

- **Representation and Acceptance:** We will endeavor to ensure that our team includes individuals representing a wide cross-section of society. We also focus on the emotional experience of being accepted and valued, leading to increased engagement and performance.
- **Fairness and Opportunity:** We will create programs and processes that are unbiased, impartial and provide equal opportunities for all based on merit.
- **Positive Culture:** We will build a culture where employees feel valued, respected, and engaged. It encourages open communication, collaboration, and trust, supporting growth and well-being. This culture makes a workplace that works for all, leading to higher job satisfaction and productivity.



- **Equity and Accessibility:** We are committed to removing barriers from vulnerable groups, that hinder access to opportunities and resources within the workplace. We strive to cultivate an environment where every team member feels empowered to contribute fully and where diversity in all its forms is not only accepted but actively embraced. We will endeavor to raise awareness of the challenges faced by vulnerable groups to help build empathy and support mechanisms.

Policy Statement

AMCS is committed to fostering an inclusive culture that embraces diverse perspectives. We strive to eliminate barriers to participation and ensure there is access to opportunities for all employees through the following:

- **Recruitment and Hiring:** Our hiring process is merit-based, yet we are steadfast in providing equal opportunities to attract talented individuals from diverse backgrounds.
 - Having inclusive job descriptions
 - Unbiased interviewing techniques
 - Diverse talent sourcing
- **Employee Development:**
 - Bias awareness training
 - Inclusive leadership training
- **Employee Resource Groups**
 - Embracing ERGs that foster a diverse and inclusive workplace and collaborate with leadership to make workplace improvements. Support leaders to better understand the needs and perspectives of diverse groups within the organization.
- **Workplace Culture:**
 - Ensuring all policies and practices are inclusive.
 - Establish mechanisms for gathering insights on inclusion practices and areas for 5.

Responsibilities

- **Leadership:** Champion diversity and inclusion initiatives. The company's executive leadership team is responsible for overseeing the company's DEI and anti-discrimination efforts and ensuring that the company's DEI and anti-discrimination policies and practices are effective.
- **Managers:** Implement inclusive practices and address disparities. Managers are responsible for creating a DEI workplace and promoting anti-discrimination within their teams. This includes promoting DEI awareness and understanding, hiring and developing a diverse team, addressing any DEI issues that arise, and investigating and responding to reports of discrimination or harassment.
- **Employees:** Engage in inclusive behavior and contribute positively to the culture. All employees are responsible for supporting the company's DEI commitment and promoting anti-discrimination. This includes respecting the diversity of their colleagues, participating in DEI initiatives, and reporting any incidents of discrimination or harassment.



Review and Evaluation

This policy will be reviewed annually to ensure its effectiveness and relevance. Updates will be made as needed to reflect our ongoing commitment to fostering an inclusive work environment.

Training Requirements

Training is provided as part of mandatory induction for all employees to complete through the global online AMCS Learning portal. Training plans are assigned through the Global Online AMCS Learning Portal. Trainings are marked as complete when the module has been completed by the assignee. HR follow up any incomplete training to ensure that training is completed within the required timeframe assigned.

Other relevant policies

Dignity at work policy

Disability anti-discrimination policy

Equal opportunities policy