



AMCS Equal Opportunities Policy

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Revision History

Revision	Originator	ECN No.	Date	Brief Description of Change
A01	Lana McGlade		11/08/20	Formalised the policy in line with the ECN Process.
A02	Lana McGlade	ECN-3043	23/09/21	Updated policy to include Responsibility section.
A03	Katelyn Leahy		09/06/23	Policy reviewed, no updates required.
A04	Alexandra Deisler		07/06/24	Under review
A05	Laura Quinn		13/06/24	Policy reviewed, no updates required.
A06	Maria Jona Anorico-Quilo	Sharepoint Approval	21/03/2025	Updates on policy review and evaluation, training requirements, responsibilities of leadership, and inclusion of AMCS Contact link.

Document Control Information

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For the current revision please refer to the documentation in the VSS document database.*

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1. The Purpose

AMCS believes that everyone has the right to be treated with dignity and respect at work. We have adopted an equal opportunities policy which commits the company to fair, unbiased and objective employment practices and a work environment which is free of harassment and victimisation.

2. The Scope

It is the responsibility of every employee to assist the company in meeting this commitment. For this reason, acceptance of, and adherence to the company's equal opportunities policy form part of every employee's contract of employment.

3. The Policy

3.1 Equal Opportunity Principles

- Merit, qualifications and job-related criteria are the sole basis for all selection and employment related decisions.
- Recruitment, training, compensation, promotion and conditions of employment are governed by the principles of equality.

3.2 Enforcement of the Policy

The application of Equal Opportunities is fundamental in Integrity Compliance and is the responsibility of all managers and employees. The Management have overall responsibility for ensuring that this policy is communicated and implemented.

4. Responsibility

4.1 Leadership

Management within the organisation are actively and personally involved in the establishment, development, monitoring and communication of the policies and objectives which are compatible with the strategic direction of the organisation and meet customer, statutory and regulatory requirements.

4.2 Human Resources Department

The Human Resources (HR) Department is responsible for the review and updating of this policy and bears overall responsibility for ensuring compliance with the policy and consistent application of the policy within the company.

4.3 Managers

All managers are responsible for ensuring fair and consistent application of the policy.

4.4 Employees

Employees are responsible for familiarising themselves with this policy and ensuring that their performance, conduct and attendance is in line with company expectations.

5. Requirements

5.1 Training

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

5.2 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.