



This Analytical Instrument Tube Systems Ltd Policy (AITS Ltd) is approved by the company Directors ; it represents the direction to the business on this topic. Compliance with this policy is mandatory through aligning AITS Ltd Management System processes and people behaviours to the commitments below.

### POLICY STATEMENT

This policy applies to AITS Ltd. The purpose of the Human Resources policy is to enable all employees and business teams to operate to their full potential, in line with the company's requirements, ensuring that the enthusiasm and co-operation of employees is sustained and that opportunities for personal development are provided. The Company is committed to eliminating discrimination and encouraging diversity amongst its workforce, and with those individuals and organisations operating on AITS Ltd sites or working on AITS Ltd projects. It will provide equality and fairness for all its employees and not discriminate on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

### COMITMENTS

We shall be a Company that:

**Behaves** with employees and stakeholders alike in such a manner that it is regarded as a trusted and fair employer.

**Encourages** employees to apply their best efforts to their work and to co-operate actively in business improvement and innovations, and encourage employees to participate, wherever possible, in making decisions to improve effectiveness and efficiency at work.

**Supports** employees to prepare for future missions and organisational change. **Encourages** personal development, through the Company strategy and policy, to improve the capability of the Company with the primary driver Safe, Secure Site Stewardship.

**Will** comply with current employment legislation and recognised good practice, and is committed to a policy of equal opportunity and diversity in all employment aspects, based solely on ability to satisfy objective job requirements, where individual differences and the contribution of all our workforce is recognised and valued.

**Opposes** all forms of unlawful and unfair discrimination and considers such behaviours to be misconduct that can lead to disciplinary action.

**Ensures** that equality and diversity principles influence and inform the culture of the organisation and recognises equality in the workplace as good management practice, making sound business sense.

**Is** committed to ensuring that all employees are provided with the appropriate level of knowledge, training and awareness in equality & diversity issues.

**Regards** consultation and collective bargaining with its recognised unions as an integral part of the conduct of its business and the application of its employment policies.



## Analytical Instrument Tube Systems Company Policy

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Is committed to providing excellent HR service, benchmarked where possible, through our HR model. In partnership with the wider organisation we will align with the business requirements to:

- o Recruit and retain a skilled and diverse workforce.
- o Enhance employees' competencies through personal development and training.
- o Lead our talented workforce effectively.
- o Create and implement programmes to increase organisational effectiveness.
- o Design and deliver competitive compensation and benefits schemes.
- o Regularly monitor and review its employment practices and procedures to ensure fairness and legal compliance.

Encourages employees to support the wider community and the Company's stakeholders, in alignment with our Socioeconomic Policy.