

# Equal Opportunities

## Policy & Processes



ACS aims to be recognised as an employer with a positive reputation in terms of diversity and inclusion. The company embraces the principles of equality and recognises a diverse workforce is important to continued business improvement and success.

Ethical awareness starts with careful consideration to ensure an organisation's actions are ethically sound. ACS recognises this needs to be understood and having clear protocols helps provide a more positive understanding throughout any business.

Communicating the ethical standards of a company effectively so they are understood, but embedded in decision-making and behaviour, are fundamental to promoting a healthy ethical environment.

We have an experienced H.R. Department and Kellie Hand our Human Resources Manager is responsible and accountable for equal opportunities within ACS. She works closely with both our Board of Directors and line managers to ensure we fully comply with all employment legislation, as well as maintaining our reputation as an employer of choice within the office supplies industry. She makes certain they understand equality legislation and the way this impacts on their job role. Kellie ensures our Directors and senior management are kept up to date with the current law and legislation that affects the everyday running of ACS.

This Policy is embedded within ACS from recruitment, induction and career development. We stipulate all employees are treated equally, unhampered by artificial barriers, prejudices and preferences. Our company staff handbook provides a guide for employees to follow to ensure they understand the organisations stance on equality.

ACS is committed to developing, maintaining and supporting a culture of equality and diversity in employment, ensuring staff are treated equitably, and where they can realise their potential whatever their age, race, colour, nationality, ethnic origin, creed, disability, sexual orientation, sex, gender identity, marital or civil partnership status, parental status, religion, belief or non-belief, social or economic class, employment status, or any other criteria that cannot be shown to be properly justifiable.

Our Policy covers all equality legislation requirements and takes a step further in its commitment to promote diversity in recruitment and selection processes including training, monitoring and promotion. It clearly demonstrates our commitment to ensuring both employees and prospective personnel are treated fairly and without prejudice in all areas of their employment with ACS.

The aim of this Policy is to communicate the commitment of our Board of Directors and senior management in the promotion of equality of opportunity within ACS and is approved by our H.R. Manager, Kellie Hand.

This policy statement is approved by our Human Resources Manager, Kellie Hand, who is responsible for equal opportunities and H.R. matters.

Kellie is contactable via: [kellie.hand@acsgroup.co.uk](mailto:kellie.hand@acsgroup.co.uk)

