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Signature			
Responsible Person	PHW		

### Change History

Date	Revision	Modified By	Description of Change(s)
17/01/2024	A	PHW	Added to our IMS

### Introductions and Definitions

In this document the following words and phrases have the following meaning:

“The company” covers all entities of the business including API Engineering, PPI Engineering and API Capacitors.

Some parts of the procedure may only be applicable to one company so will have the following designation:

PPI Engineering – P

API Engineering – A

API Capacitors - AC

1) Our policy is that no employee or applicant for employment receives less favourable treatment than another on the grounds of race, colour, ethnic, racial or national origins, religion, sex, marital status, sexual orientation, age or disability. Further, no employee will be disadvantaged by any condition or requirement that is not justified by the genuine needs of the job or the business.

2) This commitment applies to the following areas of employment;

- a) Recruitment and selection including advertisements, job descriptions, interview and selection procedures.
- b) Training.
- c) Career development opportunities.
- d) Terms and conditions of employment and access to employment related benefits and facilities.
- e) Grievance handling and the application of disciplinary procedures.
- f) Selection for redundancy.
- g) Prevention of harassment of any description.

3) The Company views this policy as important. It is therefore the responsibility of all Company Directors, Managers and employees to ensure its observance.

4) All and any breaches of this policy will be treated extremely seriously by the Company. Conduct by employees during the course of your employment that constitutes discrimination of the type referred to, will be regarded as gross misconduct and may lead to dismissal.

5) Equal Opportunities practice is developing constantly as social attitudes and legalisation change. In particular, the Company will implement all and any necessary changes arising from the provisions of the Equality Act 2010. The Company will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all the Company's employment policies and procedures, not just those specifically connected with equal opportunities.