

# Southern Air Systems Ltd

## Equality and Diversity Policy

Policy on commitment to a safe working environment, free from discrimination or victimisation of our employees, customers, or suppliers

### 1. Policy Statement

Southern Air Systems Ltd is dedicated to fostering a workplace and service environment that is free from discrimination, harassment, victimisation, and bullying. We are committed to treating all individuals with dignity and respect, and to promoting equality of opportunity in every aspect of our operations.

Our approach aligns with the principles of the Equality Act 2010, and we actively work to eliminate unlawful discrimination and advance equality and inclusion across our organisation.

### 2. Scope of Application

This policy applies to:

- All employees, including full-time, part-time, temporary, and agency staff
- Job applicants at all stages of the recruitment process
- Customers, contractors, and service users
- Third parties acting on behalf of Southern Air Systems Ltd

Everyone associated with the company is expected to uphold the values outlined in this policy.

### 3. Our Commitment to Equality

Southern Air Systems Ltd pledges to:

- Promote a culture of inclusion, respect, and understanding
- Provide regular training and development to staff on equality, diversity, and respectful conduct
- Treat all individuals fairly and without bias, regardless of:
  - Age
  - Disability
  - Gender reassignment
  - Race or ethnicity
  - Religion or belief
  - Sex
  - Sexual orientation
  - Marriage and civil partnership
  - Pregnancy and maternity

We believe that diversity strengthens our organisation and enhances our ability to serve our customers and communities.

#### **4. Zero Tolerance for Discrimination and Harassment**

Southern Air Systems Ltd does not tolerate any form of:

- Offensive or inappropriate remarks
- Derogatory jokes, slurs, or comments
- Physical threats, intimidation, or violence
- Unfair treatment in recruitment, promotion, or any employment-related decision

All employees have the right to work in an environment that is safe, respectful, and inclusive.

#### **5. Roles and Responsibilities**

To uphold this policy:

- Managers and Supervisors must lead by example, promote inclusive practices, and take prompt action when breaches occur
- Employees must treat colleagues, customers, and partners with respect and report any inappropriate behaviour or concerns

Everyone has a role to play in creating a positive and equitable workplace.

#### **6. Complaints and Enforcement**

Southern Air Systems Ltd takes all complaints of discrimination, harassment, or bullying seriously.

- Complaints will be investigated promptly, fairly, and confidentially
- Breaches of this policy may result in disciplinary action, up to and including dismissal

#### **7. Monitoring and Review**

Southern Air Systems Ltd is committed to regularly reviewing and improving our equality and diversity practices. We will:

- Monitor recruitment, promotion, and retention data to identify and address disparities
- Review complaints and incident reports to detect patterns and take corrective action
- Conduct annual reviews of this policy to ensure it remains relevant and effective
- Seek feedback from employees and customers to inform improvements
- Update training and guidance materials in response to legislative changes or emerging best practices

Responsibility for monitoring lies with senior management and findings will be used to shape future strategy.

We encourage anyone who experiences or witnesses inappropriate conduct to speak up, knowing they will be supported and protected from retaliation.

Please complete the following questionnaire to confirm you have read and understand this policy and agree with our terms of service. To open, please click or scan the following QR code.



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[https://forms.office.com/Pages/ResponsePage.aspx?id=CDny9uioj0uzx\\_fzqq4Cwxq\\_e3YoinVVLqi-eMGcY9gVUN1JFMkc2TUgzVFA3WVNFUTg0WVA2OENCvi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=CDny9uioj0uzx_fzqq4Cwxq_e3YoinVVLqi-eMGcY9gVUN1JFMkc2TUgzVFA3WVNFUTg0WVA2OENCvi4u)