



Equality and Diversity Statement

Employees

The Board of directors at Arc Fleet Services believes that our success will be delivered by our key asset, our employees. An atmosphere of good employee communication, involvement and responsibility, both individually and as a team, is of central importance to the development of our organisation.

The personal development, training and encouraging employee innovation and autonomy is strongly encouraged. All our employees have an equal opportunity for personal recognition and career development, regardless of personal background or belief.

No form of discrimination or harassment will be tolerated. An important part of this policy is recruiting, selecting, rewarding and promoting people who demonstrate entrepreneurial behaviour and show individual initiative in combination with a high degree of knowledge and experience of our products, services, markets and culture.

Human Rights

Arc Fleet Services is committed to the prevention of any violation of established Human Rights of any kind. We will take every reasonable step to ensure that vulnerable members of our society are protected, where our employees and suppliers are involved in the delivery of our services. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Employee Code of Conduct

Arc Fleet Services code makes clear to employees the actions and behaviour expected of them when representing the organisation. The organisation strives to maintain the highest standards of employee conduct and ethical behaviour. We encourage all employees, customers and stakeholders to report any concerns related to its direct activities. This is done without fear of retaliation.

Anti- Bribery

Arc Fleet services does not allow bribery and requires employees to seek to avoid conflicts of interest and to disclose any that do exist. Employees must ensure that their actions are not affected by conflicts of interests and must comply with our Anti-Bribery Policy.

Data Protection

Arc Fleet Services regards data for its business as a corporate asset which must be protected against loss, infringement and improper disclosure. We seek to ensure as far as is reasonably practicable, that this information is protected, in line with our BS10125 certification. We operate in the principle that honesty, completeness and accuracy of records are vital. We will endeavour to maintain records of transactions in an accurate, complete, transparent and timely manner.

Community

Arc Fleet Services seeks to serve and support the local community where we operate by providing services in an efficient and environmentally friendly manner, providing sustainable local employment opportunities. We will continue to deliver sustainable community benefits through profitable growth of our services.

Suppliers

Arc Fleet Services aims to develop relationships with our suppliers based on mutual trust and all dealings will be conducted in a professional manner always. We also undertake to pay our suppliers on time and per agreed terms. All supplier relationships are assessed against our quality management standards and performance is monitored on an ongoing basis, by our operational management team. Our management team engages with suppliers to ensure that legal requirements are met or exceeded and suppliers are encouraged to subscribe to the UK Living Wage standard where possible.



Managing Director

6th May 2016