

Diversity and Equality Policy for SpaceAM Ltd

1. Introduction

SpaceAM Ltd is committed to fostering an inclusive environment where diversity and equality are at the heart of our operations. We believe that embracing individual differences and promoting equal opportunities are essential to achieving our strategic goals and delivering value to our stakeholders.

2. Policy Objectives

The objectives of this policy are to:

- Promote diversity and inclusion across all levels of the organisation.
- Ensure equality of opportunity for all employees, regardless of background or characteristics.
- Prevent discrimination, harassment, and victimisation in the workplace.
- Support and celebrate a diverse workforce that reflects the industry.

3. Scope

This policy applies to all employees, contractors, consultants, and other stakeholders working with or on behalf of SpaceAM Ltd. It covers all employment aspects, including recruitment, selection, training, career development, promotion, and working conditions.

4. Commitment to Diversity and Equality

SpaceAM Ltd is committed to:

- **Eliminating Discrimination:** We will not tolerate discrimination based on age, gender, race, ethnicity, religion, disability, sexual orientation, marital status, pregnancy, parental status, or any other characteristic protected by law.
- **Promoting Inclusivity:** We value the contributions of every individual and seek to create an environment where everyone feels respected, valued, and able to achieve their full potential.
- **Encouraging Diverse Perspectives:** We believe that a diverse workforce brings a variety of viewpoints, creativity, and innovation that strengthen our organisation.

5. Recruitment and Selection

Our recruitment and selection processes are designed to be fair, transparent, and based on merit. We will:

- Use inclusive job descriptions and advertising to attract a diverse pool of candidates.
- Provide equal access to opportunities for all applicants.
- Ensure interview panels and assessments are free from bias.

6. Training and Development

SpaceAM Ltd will provide training to employees and management to ensure they understand their responsibilities under this policy. We aim to:

- Promote awareness of unconscious bias and how to address it.
- Provide mentorship and leadership development programs to create a diverse talent pipeline.

7. Workplace Culture

We are committed to maintaining a workplace culture where:

- Employees feel safe to express their identities and ideas.
- Discrimination, harassment, and bullying are not tolerated.
- A zero-tolerance approach to inappropriate behaviour is enforced through clear reporting and disciplinary procedures.

8. Monitoring and Accountability

To ensure this policy is effective, SpaceAM Ltd will:

- Regularly review workforce demographics and diversity data.
- Set measurable objectives to improve diversity and inclusion outcomes.
- Report progress to senior management and stakeholders annually.
- Appoint a Diversity and Inclusion Officer when the company reaches 10+ employees to oversee implementation and provide support to employees.

9. Accessibility and Reasonable Adjustments

We are committed to making reasonable adjustments to accommodate individuals with disabilities or special requirements. This includes adapting work environments, providing assistive technologies, and offering flexible working arrangements where feasible.

10. Policy Review and Communication

This policy will be reviewed annually to ensure its relevance and effectiveness. Any changes will be communicated to all employees and stakeholders. The policy will also be readily accessible via the company's internal communication channels and website.

11. Reporting and Grievance Procedure

SpaceAM Ltd encourages employees to report any concerns regarding breaches of this policy. Reports will be treated confidentially and investigated promptly. Employees can escalate concerns through:

- Line Managers
- The Diversity and Inclusion Officer
- The Human Resources Department
- No employee will face retaliation for raising a concern in good faith.

12. Leadership Commitment

The leadership of SpaceAM Ltd is fully committed to upholding and championing diversity and equality in all areas of the business. We recognise that our success depends on creating a workplace that is inclusive, equitable, and reflective of the world around us.

Approval and Effective Date

This Diversity and Equality Policy has been approved by the Board of Directors of SpaceAM Ltd and is effective as of 1st January 2025

By working together to uphold these principles, we aim to create a workplace where every individual can thrive and contribute to SpaceAM Ltd's success.