

## Equal Opportunities Policy Statement



We at MSL recognise that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce. It is the aim of the Company to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation (the *protected characteristics*).

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender / gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation in the provision of the Company's goods and services.

This policy and the associated arrangements shall operate in accordance with statutory requirements.

In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

The specific Targets and objectives of this policy are as follows:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

A copy of this Policy will be displayed on all premises under the Company's control and brought to the attention of all employees and others working for the Company.

## ***Organisation***

It is the responsibility of the Managing Director Justin Mylchreest to ensure that all objectives of this policy are met and upheld.

- He will ensure that all staff are aware of the policy and the arrangements, and the reasons for the policy
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible
- Proper records are maintained
- Be responsible for monitoring the operation of the policy in respect of employees and job applicants

## ***Arrangements***

The following deals with how the responsibilities under 'organisation' will be carried out:

- The Company will monitor and review targets and objectives to ensure compliance with legal and other requirements
- The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose
- If monitoring shows that the Company, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Company, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Company policies and practices as well as consideration of taking legal Positive Action

The Company attaches particular importance to the needs of disabled people. Under the terms of this policy, managers are required to:

- Make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: The Managing Director is expected to seek advice on the availability of support and guidance from external agencies to maintain disabled people in employment)
- Include disabled people in training/development programmes
- Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job

MSL is constantly striving to protect, so far as is reasonably practicable, the human rights of all employees. We recognise that the success of this Policy depends on the combined efforts

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of all individuals and to this end will fully support any individual encountering difficulties implementing this Policy.

Signed

**Justin Mylchreest – Managing Director**

Issue Date **April 2018**

Review Date **April 2019**

Pol 006 (01)