EQUAL OPPORTUNITIES POLICY

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Introduction

Mafi–Mushkila Ltd T/A Heatload believes that the promotion of equal opportunities in employment enables individuals to maximise their contribution and enhances the overall success of the business. An equal opportunities organisation is one which uses everyone's talents and abilities and where individual contribution is encouraged and differences valued.

As a company we will select, appoint and promote individuals solely on the basis of merit as we that staff as a major asset and will strive to ensure that every job applicant or employee is treated fairly in all employment matters regardless of gender, age, marital status, disability, sexual orientation, race, colour, religion, ethnic or national origin.

We will treat all our employees with dignity and respect and will provide a working environment free from unlawful discrimination, harassment or victimisation.

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1. Policy Principles

- To oppose all forms of unlawful or unfair discrimination, harassment and victimisation on the grounds of race, sex, disability, religion, colour, nationality, marital status, age, sexual orientation, employment status, ethnic or national origin unless there is a objective justifiable reason for doing so.
- To provide advice and guidance on avoiding discrimination and supporting diversity
- To ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job-related criteria.
- To investigate and address any breaches of this policy via the company disciplinary procedure.

2. Scope

The Equal Opportunities Policy applies to all employees, including temporary and contract workers. Under equal opportunities legislation, individual employees have a responsibility not to discriminate against others, or knowingly aid their employer in doing so.

The principles of this policy also extend to suppliers, customers and visitors to company premises.

3. Legislative Requirements

The company recognises its legal obligations as outlined in the legislation below:

- The Equalities Act 2010
- The Rehabilitation of Offenders Act 1974
- The Criminal Justice Act 1995
- The Protection from Harassment Act 1997
- The Part-Time (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The company enhances the legal obligations and protects employees from discrimination on the grounds of age, religion, political affiliation, sexual orientation and social background.

4.1 Victimisation

Victimisation is the less favourable treatment of an individual who has made an allegation or complaint of discrimination or has begun grievance or tribunal proceedings against another on the grounds of discrimination. Victimisation also includes the less favourable treatment of an individual, as a result of their supporting another's claim of discrimination.

4.2 Harassment

This is described as "unreciprocated and unwelcome comments, looks, actions, suggestions or physical contact that is found objectionable and offensive and that might threaten an employee's job security or create an intimidating or uncomfortable working environment". The defining features are that the behaviour is persistent, offensive or intimidating, is unwanted by the recipient and would be regarded as harassment by any reasonable person. Established harassment and victimisation on the grounds of race, sex, disability or other areas covered by this policy will be viewed as a serious disciplinary offence.

5. Responsibilities

The Operating Committee is responsible for the adoption and review of the company Equal Opportunities policy. Responsibility for the application of the policy rests with the local the Line Managers.

The primary responsibility for ensuring that there is no unlawful discrimination lies with the company. However, the legislation contained in the Sex Discrimination Act 1975 and the Race Relations Act 1976, places a statutory duty on all employees not to discriminate, or knowingly aid the company in doing so. In such situations, a claim can be brought against an individual directly, and they can be held personally liable for their behaviour. This may include the payment of compensation.

5.1 Communication and Training

The company will ensure that all employees are fully aware of this policy via the normal communication channels and understand their responsibilities and the law prohibiting direct and indirect discrimination.

In addition, managers and any personnel with responsibilities under the policy, will receive suitable training to ensure their competence to carry out their duties in accordance with this policy, with particular reference to recruitment, promotion and training.

If individuals have any queries regarding their responsibilities under the Equal Opportunities policy, they should contact their line Manager or the Senior Management team if they so wish.

5.2 Monitoring

The company will endeavour to monitor the ethnic origin, sex and disability of all job applicants, including applicants for internal promotion or transfer. This information will be analysed to establish the composition of the existing workforce by ethnic minority, sex and disability, at different levels of responsibility.

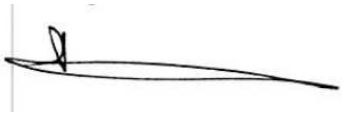
This will provide factual information on which to make future decisions and measure the effectiveness of the implementation of this policy.

6.0 Breaches of the Equal Opportunities Policy

Any member of staff who experiences behavior which s/he believes to be in breach of this policy may take action in accordance with the relevant Complaints or Grievance procedure.

7.0. Revision of Policy

The Directors reserve the right to amend this Policy at any time.

Name: **David Wolfenden** **Signed:** 

Position: **Director**

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