



EQUAL OPPORTUNITIES POLICY

MAY 2023

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MPR Technical Services Ltd. is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society; where people feel they are respected and valued and can achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age.

MPR Technical Services Ltd. will follow the recommendations and guidance of the Equality and Human Rights Commission, in all our employment policies, procedures and practices and in dealing with customers and members of the public.

OUR POLICY IS TO ENSURE THAT

- No-one receives less favourable treatment, on grounds of any protected characteristic (including age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, and sexual orientation); or is disadvantaged by any conditions, requirements, provisions, criteria, procedures, or practices that cannot be justified on any other grounds.
- No-one is victimised for taking action against any form of discrimination or harassment; or instructed or put under pressure to discriminate against; or harass someone; on the above grounds.
- The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age and of any sexual orientation, religion, or beliefs.
- Selection for employment, promotion, transfer, training; access to benefits, facilities, and services, will be fair and equitable and based solely on merit.
- This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

We will take the following steps to put the policy into practice and make sure that it is achieving our aims:

- The policy will be a priority for the organisation.
- Our Commercial Director will be responsible for the day to day operation of the policy.
- The policy will be communicated to all workers and job applicants and will be placed on the company's intranet and website.
- Workers and their representatives and trade unions will be consulted regularly about the policy and about related action plans and strategies.

All workers will be made aware of the policy, on their rights and responsibilities under the policy; on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation. Unacceptable conduct includes discrimination and harassment at work-related social functions.

Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups and the importance of being able to justify decisions to apply them.

- Complaints about discrimination or harassment in the course of employment will be regarded seriously and may result in disciplinary sanctions or even dismissal. The grievance procedure will be published in a form that is easily accessible.
- Opportunities for employment, promotion, transfer, and training will be advertised widely, internally and externally and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability, age, religion or beliefs.
- All workers will be encouraged to develop their skills and qualifications and to take advantage of promotion and development opportunities in the organisation. All employees carrying out work of 'equal value' will receive equal pay, regardless of their sex, race or any other protected characteristic and equal pay audits will be carried out as necessary.
- Selection criteria will be entirely related to the job or training opportunity.
- We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work or for disabled customers to access our services.
- We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively and will accommodate them unless it would cause significant difficulties to the business or employees.
- Information on the ethnic and racial background, gender, disability and age of each worker and applicant for employment will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in strictest confidence and will only be used to promote equal opportunities. Information about the religion/ beliefs and sexual orientation of employees may also be monitored. Monitoring may include promotion and training if necessary.
- If the data shows that people from particular groups are under-represented in particular areas of work, lawful positive action training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.
- Grievances, disciplinary action, performance assessment and terminations of employment, for whatever reason, may also be monitored by gender, racial group, age, disability, religion/ beliefs, and sexual orientation if necessary.

- Requirements, conditions, provisions, criteria, and practices will be reviewed regularly, in the light of the monitoring results and will be revised if they are found to or might unlawfully discriminate on any of the above grounds. We will also regularly review advertising, recruitment and application materials and processes and this policy.
- All contracts between MPR and contractors to supply goods, materials or services will include a clause prohibiting unlawful discrimination or harassment by contractors and their staff and/or any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equal opportunities in their employment practices.
- The effectiveness of the policy will be monitored regularly.
- Customers and clients will be made aware of the policy and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/beliefs, disability, or age.
- Fair and equal treatment will be given to customers and members of the public by all staff.
- The business will investigate any complaints from staff that they are being harassed by a customer for reasons linked to protected characteristics and take appropriate action to prevent further incidents.
- Overall responsibility for the effectiveness of the policy lies with the Commercial Director