

Mercury Personnel Solutions Ltd

Office 2, Morgan House, Gilbert Drive, Boston, Lincolnshire PE21 7TQ

Equality and diversity policy

1 Introduction

We are an equal opportunities Labour Provider. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All workers are covered by this policy and it applies to all areas of work including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

The *[insert job title]* has particular responsibility for implementing and monitoring the Equality and diversity policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

All workers will be treated fairly and with respect. Selection for work, promotion, training, or any other benefit will be on the basis of aptitude and ability. All workers 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 Company.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination

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and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every worker to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

2 Our commitment as an Agency

The Company is committed to:

- creating an environment in which individual differences and the contributions of our staff are recognised and valued
- every worker is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- providing training, development and progression opportunities to all staff
- understanding equality in the workplace is good management practice and makes sound business sense
- reviewing all our practices and procedures to ensure fairness

3 Our commitment as a service provider

The Company is committed to:

- providing services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class
- making sure our services are delivered equally and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients
- fully supporting this policy by senior management and ensuring agreement has been reached with workers.
- monitoring and reviewing this policy annually
- having clear procedures that enable our clients, candidates for jobs and workers to raise a grievance or make a complaint if they feel they have been unfairly treated
- treating breaches of our equality and diversity policy as misconduct which could lead to disciplinary proceedings.

4 Definitions

Direct Discrimination: - To treat someone less favourably on the basis of race, gender or disability; i.e. Not to recruit
Refuse opportunities
Discipline
Dismissal
Provide less favourable terms and conditions.

Indirect Discrimination Fewer females / ethnic minorities / disabled persons are able to fulfil a requirement of a job than other members of society, and the requirement cannot be justified.

Harassment Creating a threatening, hostile or intimidating environment based upon sex or race of the victim. The decision as to whether actions constitute harassment lies with the person who is being subject to this behaviour and one single incident is sufficient to constitute a charge.

The Agency's Responsibility

Mercury Personnel is directly responsible for the actions of all its workers and agents of the business, as well as for their protection from harassment and discrimination. As such, the Agency takes an active role in protecting those for whom it is responsible.

Equal opportunity policy statements

5 Age

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people of working age are given equal access to work, training, development and promotion opportunities and
- challenge discriminatory assumptions about younger and older people.

6 Disability

We will:

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- provide any reasonable adjustments to ensure disabled people have access to our services and work opportunities
- challenge discriminatory assumptions about disabled people and
- seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation.

7 Race

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racists incidents and
- actively promote race equality in the Company.

8 Gender

We will:

- challenge discriminatory assumptions about women and men
- take positive action to redress the negative effects of discrimination against women and men
- offer equal access for women and men to representation, services, work, training and pay and encourage other organisations to do the same and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

9 Sexual orientation

We will:

- ensure that we take account of the needs of lesbians, gay men and bisexuals and
- promote positive images of lesbians, gay men and bisexuals.

10 Religion or belief

We will:

- ensure that workers' religion or beliefs and related observances are respected and accommodated wherever possible and

- respect people’s beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

11 Pregnancy or maternity

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity
- challenge discriminatory assumptions about the pregnancy or maternity of our workers and
- ensure that no individual is disadvantaged and that we take account of the needs of our workers’ pregnancy or maternity.

12 Marriage or civil partnership

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our workers and
- ensure that no individual is disadvantaged and that we take account the needs of our workers’ marriage or civil partnership.

13 Ex-offenders

We will prevent discrimination against our workers regardless of their offending background (except where there is a known risk to children or vulnerable adults).

14 Equal pay

We will ensure that all workers, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.