

EQUALITY & DIVERSITY POLICY

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Audience: Motoron Services Limited Employees, Sub-Contractors, visitors, customers and suppliers

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At Motoron Services Limited we recognise that we operate in a diverse environment, we invite and respect people from different cultures, religions, sexualities and genders. This policy is applicable in the interactions our employees, Sub-Contractors, visitors, customers and suppliers.

This does not form part of a contract

Protected Characteristics

It is unlawful to discriminate against any individual because of their:

- Age
- Disability
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Gender reassignment

Types of discrimination

Discrimination can take many forms. The following types of discrimination are unlawful:

Direct – you are discriminated against because you have a protected characteristic

Associative – you are discriminated against because you are associated with someone who has a protected characteristic e.g. a friend, colleague or family member

Perceptive – you are discriminated against because of a protected characteristic you are thought to have, even if the perception is incorrect

Indirect – you are adversely affected by a condition, rule, policy or practice that applies to everyone with a protected characteristic, and it is not justified

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- Harassment (including third party) – you are subjected to unwanted conduct related to a protected characteristic which has the purpose or effect of violating your dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for you. This is dealt with further under our Dignity at work policy and procedure.
- Victimisation – you are treated badly because you complained or supported someone else’s complaint about discrimination or harassment, or you are suspected of doing

Responsibilities

We all have a responsibility for creating and maintaining an environment in which people are treated fairly and are not discriminated against.

We will be responsible for:

- Ensuring that managers and employees undertake appropriate training on Equality & Diversity
- Collecting and monitoring information about our workforce to analyse our employee demographics through data provided on a voluntary basis in the recruitment process
- Tracking employee engagement and trends through our biennial employee survey
- Ensuring our procedures and practices comply with this policy. This applies to all aspects of employment including but not limited to recruitment and selection, training and development, promotions and transfers, condition of service, pay and benefits, facilities, health and safety, conduct and performance, and termination of employment, including redundancy
- Considering and making reasonable adjustments and taking steps to accommodate your requirements relating to a protected characteristic. Our aim is to maintain an environment where the same opportunities are available to all
- Creating an environment where differences are respected, and each person is valued as an individual
- Your line manager and Human Resources is responsible for:
 - Creating the environment in which individual differences and the contributions of all employees are recognised and valued
- Treating individuals fairly and consistently and taking reasonable steps to protect individuals from any form of discrimination

You are responsible for:

Familiarising yourself and complying with this policy

Treating your colleagues and external candidates, former employees, visitors, clients, prescribers, customers, users, carers, families, commissioners and suppliers and anyone else you meet as part of your role with dignity and respect

Making your line manager, any other manager or HR aware of any discrimination in the workplace

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Breaches of this Policy

We do not tolerate discrimination in any form.

Breach of this policy may be considered a disciplinary matter and could result in disciplinary action up to and including dismissal.

If you believe that you have been discriminated against, you should raise the matter informally with your Directors

If you are concerned about a serious malpractice or wrongdoing, such as dangerous or criminal activity which affects others, you may wish to consider raising the concern through our Freedom to Speak Up-Raising Concerns and Whistleblowing Policy.

Signed *LM Butler* L M Butler

Date 22.4.2021

Position Director