

MMA Transport Ltd

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

MMA Transport Ltd will make every effort to ensure that all staff and sub-contractors are treated with courtesy, dignity and respect irrespective of gender, race, religion, nationality, colour, sexual orientation, disability, age or marital status.

This policy represents an integral part of our core Values, in particular:

Openness

- Sharing honestly what we know, both good and bad in a constructive manner.
- Conduct ourselves in a professional manner at all times. ,
- Listen to each other, communicate with honesty and integrity,
- Communicate with others how you expect others to communicate with you.

Collaboration

- Working as one, as a team.
- Working together to deliver our service to our customers, respecting the capabilities of everyone involved. Mutual dependency
- Respecting each other's needs, be reliable and supportive

Objectives

- To improve safety and the quality of service that is provided by us as a team.
- To reduce staff turnover, absenteeism and sickness levels.
- To create a working environment free from discrimination, harassment, victimisation and bullying.
- To ensure that all employees are aware of the Equal Opportunities and Diversity Policy and provided with any necessary on-going training as required.
- To ensure that all applicants are treated fairly during recruitment processes and in accordance with relevant legislation and Codes of Practice.
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It is unacceptable for any person to be discriminated against, either directly or indirectly, on such grounds as race, colour, ethnic or national origin, gender, marital status, pregnancy, age, disability, part-time or fixed term status, responsibility for children or dependants, sexual orientation, gender re-assignment, religious or political beliefs.

MMA Transport Ltd Senior Management will take any breach of this policy seriously, and a breach could lead to formal disciplinary action being taken, which in some cases could lead to dismissal in accordance with the Disciplinary and Dismissal Policy.

By addressing these issues MMA Transport Ltd adheres and complies with all relevant legislation.

Definitions

Protected characteristics

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

Direct discrimination

- Making decisions about whether someone should be offered, or not offered, a job because of gender, race, etc.
- Treating colleagues or customers differently because of their gender, race, etc.

Indirect discrimination

- Where a policy applies to everyone but has a disproportionate impact on people with a protected characteristic.

Perceptive discrimination

- Discrimination against a person because the discriminator thinks the person possesses a characteristic on which discrimination is based, even if they do not in fact do so

Victimisation or Retaliation

- Victimisation is treating a person less favourably than others in circumstances where the person has, in good faith, made a complaint, acted as a witness to a complaint or initiated proceedings connected with a complaint of discrimination. Victimisation is also in itself a form of unlawful discrimination.

Harassment

- Harassment is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
- Employees can complain of harassment even if they don't personally possess the protected characteristic or the harassment is not directed at them. This definition also covers harassment by a third party who is not an employee of the organisation.
- All reasonable steps will be taken to ensure that employees are protected against harassment; it is unlawful and a disciplinary offence to harass an employee.

Guidelines

Recruitment

To ensure all Recruitment and Selection decisions adhere to the specific legislation, the following guidelines

Will be followed:

- Ensure procedures and decisions are supported by documentation based on job requirements.
- Design role profiles and person specifications that are job specific.
- Ensure that interviews and other selection methods are conducted fairly and consistently and outcomes recorded.

Job Applications and Interviews

- All interviews should be properly conducted.
- Use standards or specific criteria which are consistent for the role.
- The aim is to undertake a process that is consistent and fair to all so as not to unlawfully discriminate against particular applicants.
- Be aware of cultural differences – for example, it is important to realise that for some ethnic minority groupings, eye contact may not be usual behaviour.
- Ensure that you have full information on the candidate.
- Adequate and full interview notes must be made to support any decisions.

Applicants/Employees with a Criminal Record

- There are important social and business arguments for employing people with criminal records in a responsible and balanced way. It maintains a duty of care to employees and customers, protect business interests and gives access to the widest pool of talent.
- We also need to ensure compliance with the Rehabilitation of Offenders Act.
- In making employment decisions, line managers should make objective assessments, adopt an open mind and focus on merit and ability to do the job.
- Consideration should be given to extenuating circumstances, the nature and relevance of the offence, the potential risks involved in employing the offender, if and how these could be sensibly and effectively managed.
- When making decisions we must also consider our duty to provide a safe working environment for all employees.

Selection

- Take all reasonable steps to make recruitment decisions based on ability and qualification without regard to 'all grounds for discrimination'
- Selection will be based on the job requirements and the individual's suitability and ability to do, or train for, the job in question. All applicants will be treated equally.
- When assessing the suitability of an employee for a particular post, no decision should be taken which cannot be objectively justified.
- Disabled applicants may be treated differently in order to enable them to compete at the same level.
- Don't make assumptions about an individual's ability to perform tasks without evidence.

Training and Development

- Everyone must have access to learning and development opportunities
- These opportunities will be provided based on individual and organisational need and wherever possible linked to the PDP process
- Ensure all documentation relating to participation in learning activities is completed
- If you have responsibility for selecting employees for training, , you have a duty not to discriminate on the grounds referred to above
- Employees will be given opportunities for promotion and career progression within the business depending on job related competencies (as laid down in the agreed role profile) qualifications, abilities, skills training and experience, and in accordance with the future needs of the business

Discipline and Grievance

- Ensure that all disciplinary and grievance cases are conducted in accordance with the relevant policies:
 - Equal Opportunities and Diversity Policy
 - Grievance Policy
 - Disciplinary and Dismissal Policy

What happens if you believe you are a victim and make a complaint?

- Be assured that your complaint will be taken seriously
- Whilst your complaint will be treated in confidence, it may be necessary to involve others; if that is the case, you will, of course, be told.
- Speak to your Line Manager, make a note of when you first raise your concerns
- Take a colleague with you for support if necessary
- Ask the Line Manager what steps they are going to take and when you can expect to hear from them
- If you do not believe that you have been taken seriously then escalate the complaint to the next level
- Avoid discussing your complaint with others apart from the trusted colleague
- Be assured that you will not be ignored or suffer victimisation because of your complaint.
- All cases of harassment will be monitored.

Roles and Responsibilities

<u>Role</u>	<u>Responsibilities</u>
Managers and Supervisors:	Supervisors Ensure that no unacceptable behaviour takes place in the specific areas of the business for which they are responsible and that the people for whom they are responsible know that such behaviour is unacceptable and what to do if it occurs. Ensure that they do not ignore, trivialise, or treat lightly grievances or complaints from members of a particular group or any complaint of discrimination on the assumption that the individual is over-sensitive about discrimination. All complaints must be treated seriously. Failure to carry out their duties in respect of equal opportunities may result in disciplinary action being taken against the Manager or Supervisor concerned. Failure to comply may result in an individual having legal proceedings taken out against them.
All Employees and Sub-Contractors:	The duty to co-operate with Senior Management in ensuring that the Equal Opportunities and Diversity Policy is effective and that they and their colleagues are treated with respect and dignity. A positive duty to report any incidents of bullying, harassment or discrimination of which they become aware. Support colleagues who suffer harassment, discrimination or who are being bullied and making a complaint. Make it clear to their colleagues that they find such behaviour unacceptable.