



Equal Opportunities

(Equality, Diversity and Inclusivity)

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Human Resources Policy

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Review.

This policy will be reviewed annually (or sooner e.g. in the event of statutory requirements) to identify any areas for improvement and updated as required.

If amendments or changes are made to this policy the policies listed in the References section below should also be reviewed.

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1. Purpose

How we conduct ourselves at Modini is more than just a matter of policy and law, it's a reflection of our core values and our Code of Conduct.

We have a framework of policies that sets out our expectations of all employees whilst employed by Modini. This is so that everyone is clear of the high standards of behaviour and conduct we require of all our employees. This Policy is part of the framework of policies.

This Policy does not form part of an employee's contract of employment. Modini reserves the right to change or amend this Policy at its discretion at any time.

1.1 Scope

This policy sets out the Company approach to Equal Opportunities, Equality, Diversity and Inclusivity for employees of Modini, and applies to all Company employees.

1.2 Terms and Definitions

TERM	DEFINITION
Equal Opportunities	The absolute right to be treated without discrimination in line with the Equality Act 2010.
Equality	Aims to ensure that all individuals regardless of differences have a fair and equal opportunity to thrive and succeed without fear of discrimination or different treatment on the grounds of personal or physical characteristics.
Diversity	Ability to recognise and appreciate differences in individuals in the context of the workplace, ensuring that these varying attributes and characteristics are valued.
Inclusion	The embracing of all people irrespective of race, age, gender, disability, medical needs, religious belief, cultural belief, physical appearance or any other perceived difference.

1.3 Principles

Modini Ltd is an Equal Opportunities employer. We will be inclusive by engaging with all stakeholders fairly, be they employees, contractors, clients, suppliers, agency staff, or any third party working with or on behalf of Modini Ltd. The Company also commits to providing for an inclusive and diverse workplace by open and fair recruitment, selection, training, promotion and remuneration. Equal Opportunities Policy

Modini is committed to providing a safe, inclusive, open, and transparent working environment, operating to high standards of probity and integrity. This policy sets out the conditions all employees and their responsibilities regarding use and safeguarding of IT, Data and media.

2. Our aim

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected, valued and able to give their best. The organisation - in providing goods and/or services and/or facilities - is also committed to preventing unlawful discrimination of customers or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time, agency, contractors, or employed in any other way.
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

The Company will:

- Encourage equality, diversity and inclusion in the workplace in the furtherance of best practice and sound business sense.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under both the Company Bullying and Harassment Policy and the Grievance and/or Disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to summary dismissal.
- Make opportunities for training, development and progression available to all staff, who will be helped and encouraged to develop their full potential, so their talents and skills can be fully utilised to maximise the efficiency of the organisation.
- Ensure that promotion and advancement decisions concerning staff are being based on ability and merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures, in particular recruitment, advertising and selection when necessary to ensure fairness, and also update them and the policy to take account of any changes in the law.

- Review selection criteria, job descriptions and person specifications periodically to ensure they are related to job requirements and do not unlawfully discriminate.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and gauge success in meeting the aims and commitments set out in the policy.
- Monitoring will also include assessing how this policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

2.1 Ownership

The Equal Opportunities (Equality, Diversity and Inclusion) Policy is fully supported by senior management and the Modini Board of Directors.

The Policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The Company will ensure that agencies responsible for our recruitment and selection activities are fully aware of our commitment, and that all prospective applicants are also made aware of this Policy.

3. Responsibilities

3.1 The Chief Executive

The Chief Executive is the nominated board sponsor for this Policy across the Company ensuring that all recruitment and selection initiatives are dealt with fairly, thoroughly and in accordance with the policy, and that the commitment to retention is maintained.

3.2 Managers

All managers are responsible for ensuring that staff are aware of the policy and its application, and for helping to create an environment where every employee is treated with dignity and respect.

3.3 Individuals

All individuals are responsible for adhering to the principles outlined in this policy. Responsibilities include employees themselves helping the organisation to provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

3.4 Training Requirements

There are no mandatory training requirements associated with this Policy.

3.5 Monitoring and Compliance

This policy shall be reviewed by the HR Director and a report shall be presented to the Modini Board detailing the staff recruitment and retention statistics.

ROLE	RESPONSIBILITY
Managers	Managers are responsible for ensuring <ul style="list-style-type: none"> • That employees are aware of their personal responsibilities under this policy, and for alerting staff to updates and revisions as appropriate.
Employees should:	<ul style="list-style-type: none"> • Familiarise themselves with this and associated policies. • Ensure they comply with any company policies, procedures, processes and rules at all times. • Be aware of the provisions of the Code of Conduct at all times. • Maintain confidentiality. • Behave in a professional, honest and ethical manner in accordance with the Code of Conduct.