



**MANDO**

# Equal Opportunities & Diversity Policy

**Prepared for:** Mando Employees, Suppliers,  
Customers, other relevant parties.  
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4th Floor, 5 St Pauls Square  
Liverpool, L3 9SJ  
United Kingdom

+44 (0)845 365 4040  
[www.mando.agency](http://www.mando.agency)

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## 0 REVISION HISTORY

VERSION NO	DATE AMENDED	AMENDED BY	AMENDMENT DETAIL
2	09/03/2019	Siobhán Rhodes	Revised Branding Added in Revision history Updated refs to Commercial Director in 1.11 and 1.12

# 1 EQUAL OPPORTUNITIES & DIVERSITY POLICY

At Mando Group we do not discriminate against our workers on the basis of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or the fact that they are a part-time worker or a fixed-term employee.

Our long-term aim is that the composition of our workforce should reflect that of the local community and that all workers should be offered equal opportunities to achieve their full potential. The principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers and suppliers.

The following paragraphs deal with the specific categories of workers and areas of work which we have identified as potentially giving rise to equal opportunities issues and provide more specific guidance on the parameters of our policy and approach to equal opportunities.

All workers have a duty to act in accordance with this policy, to treat colleagues with dignity at all times and not to discriminate against or harass other members of staff.

## 1.1 PURPOSE AND SCOPE OF POLICY

### **The purpose of this policy is to:**

set out our responsibilities, and the responsibilities of those working for us, in observing and upholding our position on equal opportunities and anti-discrimination; that is:

We will not unlawfully discriminate on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy, trade union membership, or part-time or fixed-term status.

### **This policy applies to:**

every individual working for Mando Group irrespective of their status, level or grade. It includes senior managers, officers, directors, employees, consultants, contractors, trainees, part-time or fixed-term employees, and casual and agency staff (collectively workers).

This policy is applicable across all areas of business at Mando Group, including but not limited to:

- the advertising of jobs and recruitment and selection;
- training and development;
- opportunities for promotion;
- conditions of service, benefits and facilities and pay;
- health and safety;
- conduct at work;
- grievance and disciplinary procedures; and to
- termination of employment, including redundancy.

We will take appropriate steps to accommodate the requirements of workers' religions, cultures and domestic responsibilities.

## 1.2 FORMS OF DISCRIMINATION

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out at paragraph 4.1 above. For example, rejecting an applicant of one race because it is considered they would not "fit in" on the grounds of their race could be direct discrimination.

Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a disadvantage because of, for example, their sex or race. For example, a height requirement would be likely to eliminate proportionately more women than men. If this criterion cannot be objectively justified for a reason unconnected with sex, it would be indirectly discriminatory on the grounds of sex. Discrimination also includes victimisation (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment (see the anti-harassment and bullying policy).

## 1.3 RECRUITMENT AND SELECTION

We aim to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed at paragraph 4.1 above. Recruitment procedures will be reviewed regularly to ensure that individuals are treated on the basis of relevant merits and abilities and that sufficiently diverse sectors of the community are reached. Job selection criteria are regularly reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

We will take steps to ensure that knowledge of vacancies reaches a wide labour market and, where relevant, groups under-represented in Mando Group.

## 1.4 STAFF TRAINING AND PROMOTION AND CONDITIONS OF SERVICE

Staff training needs will be identified through regular staff appraisals. All workers will be given appropriate access to training to enable them to progress within the organisation. All promotion decisions will be made on the basis of merit.

The composition and movement of workers at different levels will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or under-represented groups.

Our conditions of service, benefits and facilities will be reviewed regularly to ensure that they are available to all workers who should have access to them and that there are no unlawful obstacles to accessing them.

## 1.5 TERMINATION OF EMPLOYMENT

We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.

We will also ensure that disciplinary procedures are carried out fairly and uniformly for all workers, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

## 1.6 DISABILITY DISCRIMINATION

If you are disabled or become disabled during the course of your employment with us, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible. You may also wish to advise your manager of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties.

Your manager may wish to consult with you and with your medical adviser(s) about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

We will monitor the physical features of our premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other workers. Where possible and proportionate, we will take steps to improve access for disabled workers and service users.

## 1.7 FIXED-TERM EMPLOYEES AND AGENCY AND TEMPORARY WORKERS

We will monitor our use of fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities.

## 1.8 PART-TIME WORKERS

We will monitor the conditions of service of part-time employees and their progression within Mando Group to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with appropriately under our flexible working procedure.

## 1.9 BREACHES OF THE POLICY

If you believe that you may have been disadvantaged on any of the unlawful grounds listed above, you are encouraged to raise the matter through the grievance procedure. If you believe that you may have been harassed on any of the unlawful grounds listed above, you are encouraged to raise the matter through Mando Group's Anti-Harassment and Bullying Policy. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under the disciplinary procedure.

If, after investigation, you are proven to have harassed any other worker on the grounds of sex, marital status, sexual orientation, religion or belief, race, disability or age or otherwise have acted in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We will always take a strict approach to serious breaches of this policy.

As this policy applies equally to workers' relations with visitors, clients, customers and suppliers, if, after investigation, you are proven to have discriminated against or harassed a client or supplier you will also be subject to disciplinary action.

## 1.10 CONNECTED POLICIES

This Equal Opportunities Policy is intended to be read and maintained alongside the following policies which expand on or are related to the principles and aims set out in this policy:

- Mando Group Anti-Harassment and Bullying Policy

## 1.11 PERSONNEL RESPONSIBLE FOR IMPLEMENTATION OF POLICY

The board has overall responsibility for the effective operation of our equal opportunities policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination. The board has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Managing Director.

Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. To facilitate this process, managers will be given training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives. If you are involved in management or recruitment, or if you have any questions about the content or application of this policy, you should contact the Finance Director.

## 1.12 MONITORING AND REVIEW

Mando Group's board will monitor the effectiveness and review the implementation of this policy regularly, considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in promoting Equal Opportunities.

All workers are responsible for the success of this policy and should ensure they use it to disclose any suspected instances of discrimination.

Workers are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Managing Director or HR Manager.