

Equality and Diversity Policy and Procedure

1. POLICY STATEMENT

1. Designer M & E Services UK Limited is an equal opportunities employer. The purpose of this policy is to ensure equality and fairness for all job applicants and employees and not to discriminate on age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation or any other protected category. We oppose all forms of unlawful and unfair discrimination.

2. The company is committed to eliminating discrimination and supporting diversity throughout our workplaces. Our aim is to ensure that our workforce is truly representative of all sections of society and that each employee feels respected and able to give of his or her best. All employees, whether full or part-time, contracted for a fixed term or a temporary period, will be treated fairly and with respect.

3. Selection for employment, promotion, training or any other benefit will be on the basis of ability and competence in relation to the role or opportunity in question. Employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce should be fully utilised to maximise the efficiency of the organisation.

4. Employees have a responsibility to be familiar with the provisions of this policy and are expected to adhere to it at all times. This applies to all the Company's employees and workers insofar as they are expected to act on behalf of the company.

2. DESIGNER M & E SERVICES UK LIMITED'S COMMITMENT

- To create an environment in which individual differences and the contributions of all employees are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities will be available to all permanent staff.
- Equality in the workplace is good management practice and makes sound business sense.
- All Designer M & E Services UK Limited's employment practices and procedures will be reviewed regularly to ensure fairness.
- Breaches of Designer M & E Services UK Limited's Equality and Diversity Policy will be regarded as misconduct and may lead to disciplinary proceedings.
- This policy is fully supported by senior management. Managers and supervisors are responsible for implementing this policy and for applying it during their day to day management.

3. RECRUITMENT

1. The company will advertise appropriate vacancies as widely as possible and encourage applications from women, ethnic minorities and people with disabilities.

2. All job adverts will make clear that the company is an equal opportunity employer and is committed to equality and diversity.

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3. Vacancies shall be given as wide an internal circulation as possible to staff who are likely to possess appropriate qualifications or have relevant experience.

4. Specifications for posts shall include only requirements that are necessary and justifiable for the effective performance of the job. Standards of English, education or qualifications higher than a job requires will not be an essential condition for employment. Equivalent overseas qualifications will be acceptable.

5. Any selection test will cover only matters relevant to the tasks being performed.

6. All applicants will be treated equally for the purposes of short listing and interviewing. All interviews shall be thorough, conducted on an objective basis and shall only deal with the applicant's suitability for the job and ability to fulfil the job requirements. Personal or home commitments will not form the basis of employment decisions except where absolutely necessary, for example where requested by the individual.

7. Wherever possible, reasonable adjustments will be made to allow people with disabilities to enter into employment.

8. Staff responsible for interviewing will be clearly informed of the criteria for selection. Guidance will be given on how prejudice can affect selection, and they will be made aware of how misunderstandings can arise between persons of different backgrounds.

4. PROMOTION, TRAINING AND DEVELOPMENT

1. Designer M & E Services UK Limited will not discriminate in respect of promotion and the provision of training courses. Appropriate opportunity for promotion and training will be open equally to all employees.

2. Appropriate training will be provided to enable all staff to perform their jobs effectively. Such training will make provisions where necessary for individuals returning to work following a break for domestic reasons.

3. All staff are encouraged to discuss their career prospects and training needs with their manager.

5. TERMS OF EMPLOYMENT

1. The company will ensure that its conditions of employment do not discriminate against any group of employees and are applied consistently to employees who satisfy the conditions of eligibility. Specific attention is given to ensuring equal pay for jobs of the similar or broadly similar value.

2. Consideration will be given to working arrangements where appropriate to ensure that no employee is disadvantaged by way of personal circumstances or cultural background.

3. Employees who are disabled, or become disabled in the course of their employment, should inform the Human Resources Manager. They may also wish to advise the company of any reasonable adjustments to their employment or working conditions that they consider necessary, or which they consider would assist them in the performance of their duties. If an existing employee becomes disabled every effort will be made to find him or her appropriate work.

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6. MONITORING

1. The Human Resources Manager is responsible for monitoring the effectiveness of the equality and diversity policy. Every manager and employee has personal responsibility for the implementation of the policy.
2. Appropriate action will be taken where necessary to redress the effects of any policy or criteria that are found to have unjustifiably limited the provision of equal opportunity.

7. DISCIPLINE

1. Any employee, who discriminates against or harasses another employee, potential employee, or any other individual during the course of his or her employment, on the grounds of age, disability, race, gender reassignment, marriage and civil partnership status, pregnancy and maternity, religion or belief, sex or sexual orientation or any other protected characteristic will be subject to disciplinary action. In serious cases such behaviour may be deemed to constitute gross misconduct and as such, may result in summary dismissal.
2. Disciplinary and poor performance procedures will be carried out fairly and uniformly. If appropriate, reasonable adjustments will be made for employees with a disability in implementing these procedures.

8. GRIEVANCES

1. Any employee who believes he or she has received less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation is asked to use the Company's Grievance Procedure in the first instance.
2. The Company will ensure that any employee making a complaint of unfair discrimination will be protected from victimisation.
3. Designer M & E Services UK Limited has a separate Anti-Bullying and Harassment Policy.

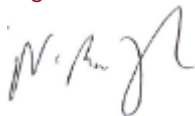
9. TERMINATION OF EMPLOYMENT

1. The Human Resources Department will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly unlawfully discriminate against employees.

For and on behalf of Designer M & E Services UK Limited

Nick Baish
Managing Director UK

Signature:



Date
17.04.2020