

EQUAL OPPORTUNITIES POLICY

MJ Church is an equal opportunity employer. The Company opposes all forms of unlawful and unfair discrimination. In particular, on the grounds of colour, race, nationality or national or ethnic origin, disability, sex, gender reassignment, marital status, age, sexual orientation, religion or belief, or is disadvantaged by any other condition or requirement that is not essential for carrying out the job.

M J Church will promote and encourage as far as reasonably practicable to:

- Achieve and maintain a workforce that is representative of the local community in each operating area, always bearing in mind commercial requirements and the need to have the qualified and experienced staff in each position.
- Ensure that all applicants and employees are encouraged to promote equal treatment and that all are given equal help to attain their potential to the benefit of the Company and themselves.
- Eliminate discrimination and provide equality of opportunity for the personal commitment of employees. To ensure managers understand the organisation's policy and the position in law, training and guidance will be provided.
- Deliberately fail to observe the requirements of this policy will be subject to disciplinary action through the Company's disciplinary procedures.

The Managing Director will oversee this policy. Any employee who believes that he or she is being treated unfairly in any way associated with this policy is entitled to raise the matter through the grievance procedure.

The policy applies to MJ Church employees, including those employed under contracts with MJ Church and temporary staff.

This policy is to be brought to the attention of all employees and reviewed at least annually.

It is for relevant managers, employees and persons working on our behalf to comply with this policy and to respond to any issue or discuss any possible improvements or requirements. This policy will be periodically reviewed and amended if required, to ensure its effectiveness and the performance monitored.

For & on behalf of MJ Church



S.P. Blower.
Managing Director

Last reviewed: April 2017

Equal Opportunities Notes

OBJECTIVE

MJ Church is committed to ensuring that all employees are treated equally and fairly regardless of race, gender, nationality, religion, belief, sexual orientation, disability, age or marital status and this policy has been designed to combat any form of discrimination or prejudice within the workplace.

It is recognised that everyone has a contribution to make and that overall, business performance can be improved by harnessing the skills and contributions of the whole workforce.

This policy and any actions that arise as a result of it, take into account current statutory requirements e.g.

- The Race Relations Act 1976
- The Sex Discrimination Act 1975 (Amended)
- The Employment Act 1980 (Amended)
- The Disability Discrimination Act 1995 and Codes of Practice
- Rehabilitation of Offenders Act 1974

RESPONSIBILITIES

MJ Church recognises its duty to promote equality and eliminate unlawful discrimination within the workplace. It is for all employees to support, promote and encourage Equal Opportunities and to achieve equality and diversity, MJ Church will as far as reasonably practicable:

- Treat people as individuals with consideration and respect for their needs.
- Provide services and opportunities that are open to all.
- Provide a supportive and safe environment for all employees, and customers.
- Commit to developing an organisational culture that values all people and the individual contributions that they make.
- Provide appropriate training and development opportunities to facilitate the effective delivery of services.
- Encourage the recruitment of employees from all parts of the community.
- Accept our responsibilities and work within the requirements set out in all relevant legislation.

REQUIREMENTS

Gender

MJ Church recognise the history of discrimination and stereotyping on the grounds of gender and strives to ensure that all its policies and procedures, work against all forms of sexism within the workplace. The Sex Discrimination Act 1975 and its 1986 amendment, makes it unlawful to discriminate directly or indirectly on these grounds or to apply requirements or conditions which have a disadvantageous effect on people of a particular sex or marital status, where they cannot be justified.

Disability

MJ Church will endeavour to ensure that no employee is disadvantaged in opportunity or access, because of a disability. Wherever possible they will support any changes, which are necessary to allow equality of opportunity for all.

Sexual Orientation

MJ Church values all employees equally, regardless of their sexual orientation or gender assignment. It aims to create an environment, within which the sexual orientation of all its employees is respected. MJ Church is also aware of legislative changes to the Sex Discrimination (Gender Reassignment) Regulations 1999, which makes it unlawful to discriminate on the ground of sex in employment and makes it unlawful to discriminate on the grounds of gender reassignment. (This only applies in the area of employment and vocational training).

Religion & Belief

MJ Church values the diversity brought to its workforce by different groups of employees and aims to create an environment within which the cultural, religious and non-religious beliefs of all are respected. It also aims to ensure that the organisations recruitment and selection procedures, as well as employment practices, such as dress codes and disciplinary procedures, treat everyone fairly regardless of their religion or belief.

Race

MJ Church is aware of the Race Relations Act 1976 and understands that it is unlawful to discriminate directly or indirectly on the grounds of colour, race, nationality, ethnicity or national origin, or to apply requirements or conditions which have a disadvantageous effect on people of a particular racial group, and which cannot be justified on non-racial grounds.

EX-OFFENDERS

Rehabilitation of Offenders Act 1974

MJ Church is committed to ensuring that it does not discriminate under the Rehabilitation of Offenders Act 1974 and understands that criminal convictions become 'spent' or ignored after a 'rehabilitation period'. It also recognises that after this period, with certain exemptions, an ex-offender is not normally obliged to mention their conviction when applying for a job.

Criminal Records Bureau Code of Practice

MJ Church intends to ensure that information released in disclosures is used fairly and kept in a safe/lockable area, which is only accessible to authorised individuals. Information obtained from disclosures will not be used to discriminate against an individual.

Equal Pay

MJ Church is committed to equality of pay (Equal Pay Act 1970) and strives to ensure that women doing equal work to that of a man in the same employment, are entitled to equality in pay and terms and conditions.

Fixed Term Employees / Part-Time Employees

MJ Church fully understands its obligation to fixed-term/part-time employees and their fair and favourable treatment.

In line with the Prevention of Less Favourable Treatment Regulations 2002, MJ Church aims to endeavour to ensure that employees on fixed-term/part-time contracts are treated no less favourably than comparable permanent employees i.e. they receive the same benefits, working rights, flexibility, training, bonuses and salary etc.

Monitoring Procedures

To help ensure the equality of opportunity for all employees, MJ Church will review this policy at least annually.

For & on behalf of MJ Church



S.P. Blower.
Managing Director

Last reviewed: April 2017