

## EQUAL OPPORTUNITIES POLICY

### 1. Policy Statement

MD Govier is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

### 2. Scope of Policy

The policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.

The policy applies to job applicants and all employees whether full time, part time, casual, temporary, seasonal or contract. The policy also applies equally to the treatment of our clients and suppliers.

Any instance of doubt about the application of the policy, or other questions, should be addressed to the Finance Manager.

### 3. Protected Characteristics

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Employees should note that the imposition of any provision, criterion or practice which has a disproportionate adverse impact in relation to any of the protected characteristics above will be unlawful unless it can be justified on grounds of business need.

### 4. Types of discrimination

#### Direct discrimination

Direct discrimination occurs when a person is treated less favourably than another person because of a protected characteristic they have or are treated as though they had it or because they associate with someone who has a protected characteristic.

#### Indirect discrimination

Indirect discrimination occurs when a policy or practice is implemented in the same way to all individuals, but that policy or practice is discriminatory in its effect on, for example, one particular sex or racial group.

This policy also extends to age and disability discrimination, both direct and indirect.

This policy should be used proactively in order to anticipate any reasonable adjustments that should be made prior to them being required. This will help a wider range of people use the company's services.

### 5. a.) Procedure – Complaints of discrimination

The Company will treat seriously all complaints of discrimination made by employees, clients, suppliers, contractors or other third parties and will take action where appropriate.

If you believe that you have been discriminated against, you are encouraged to raise the matter as soon as possible to the Finance Manager. The Company's Grievance Procedure will be used for any complaints of discrimination made by employees.



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Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, the Company is committed to ensuring that you are protected from victimisation, harassment, or less favourable treatment. Any such incidents will be dealt with under the Company's Disciplinary Procedure.

**6. b.) Investigating accusations of unlawful discrimination**

If you are accused of unlawful discrimination, the Company will investigate the matter fully.

During the course of the investigation, you will be given the opportunity to respond to the allegation and provide an explanation of your actions.

If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action.

If the investigation concludes that your actions amount to unlawful discrimination, you will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

Kelly Govier  
Administration and Finance Manager  
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