



## EQUALITY AND DIVERSITY POLICY

Marshall Errock Construction Ltd (MEC) is committed to meeting its legal and moral obligations of eliminating discrimination and promoting equality on the grounds of age, gender, disability, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

All staff have a responsibility to comply with the MEC's Equality and Diversity Policy.

### Policy Statement

MEC is committed to supporting, developing and promoting equality and diversity in all of its practices and activities. MEC aims to establish an inclusive culture free from discrimination and based upon the values of dignity, courtesy and respect. MEC will support and develop all our staff by providing access to facilities, personal and career development opportunities, employment and study on the basis of equality.

This policy builds upon the foundation of equality legislation and anti-discrimination guidance and strives, not only to comply with legal requirements, but to use these to ensure that MEC endeavours to exemplify best practice.

The policy applies to all staff employed on a full time or part-time basis, to all staff on permanent or temporary contracts, to sub-contractors, and any visitors undertaking duties in the name of the Company.

Signed

Managing Director

Date: Feb 2021



# MARSHALL ERROCK CONSTRUCTION LTD.

MEC HOUSE, 85 HIGH STREET, LEES, OLDHAM, OL4 4LY. TEL: 0161 626 5803 FAX: 0161 628 6803

## 1.0 Aims:

The aim of this policy is to ensure that in carrying out its activities MEC will have due regard to:

- Ensure equality, diversity, and inclusion in the workplace.
- Eliminating unlawful discrimination, harassment and victimisation.
- Advancing equality of opportunity, across all the activities of the business.
- Promote a culture where every employee and colleague is treated fairly and with respect and dignity.

To achieve these aims, MEC commits to the following:

- Ensuring that the principles of this Policy are embedded and all policies and procedures are reviewed and monitored regularly.
- To provide guidance to all employees and managers to ensure MEC's commitment to diversity is known and understood.
- To actively encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy.
- To investigate all matters of alleged discrimination, harassment and inappropriate behaviour promptly and thoroughly.
- To ensure that recruitment selection and appointment procedures, performance management processes and disciplinary processes are fair and transparent and are consistently applied.



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## **2.0 Recruitment**

- Recruitment advertising will encourage applications from all sectors of the community reflecting MEC's commitment to equality and diversity. Job descriptions and specifications will be written on the basis of the essential and justifiable requirements of the position.
- Consideration of advertising will be given to ensure the most appropriate outlets, to meet a wide range of potentially suitable applicants have the opportunity to apply.
- MEC's recruitment and selection procedure will be based solely on the basis of the essential and justifiable requirements of the individual's suitability.
- Short listing, appointment and rejection decisions will be transparent and justifiable.

## **2.1 Training and Development**

- Equality and diversity awareness raising and training will be mandatory for all staff. Information will be provided to all staff in order to raise awareness of equality and diversity and the contents of this policy.
- MEC ensures that all staff are given an opportunity to take part in both job specific training and have an individual Performance Plan designed to promote their opportunities and career advancement within MEC.
- MEC appraisal process is carried out in accordance with clear and laid down criteria to ensure that its application is free from discrimination at every stage.

## **2.2 Selection and Promotion**

- Whenever undertaking processes of selection, for instance promotion or redundancy situations, MEC undertakes to ensure that a fair and consistent procedure is applied and that the selection criteria applied is free from discrimination and based on objective assessments of competence.
- Promotion opportunities are available to all of our employees on an equal basis which are free from prejudice and are applied equitably and consistently.





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### **2.3 Pay Awards**

- MEC's arrangements for determining employees' salaries are based on the principle of rewarding individual merit, and are free from discrimination.
- MEC operate a variety of pay review mechanisms, these are designed to ensure that pay awards are based on objective criteria, free from discrimination and have due regard to the principle of equal pay for work of equal value.

### **2.4 Flexible Working**

- MEC recognises the benefits of flexibility in working arrangements. Furthermore, we recognise the rights of all employees working under such arrangements to be treated fairly and consistently in comparison to fulltime, permanent employees and to be given the same opportunities for development.
- The treatment of pay and benefits for employees on flexible working arrangements is consistent with full time entitlements, wherever possible, these are provided on a pro rata basis.

### **2.5 Discipline and Grievance**

- Any employee who believes they have been discriminated against should raise the matter under the Grievance Procedure, or by using MEC's Open Door Policy whereby any employee can discuss any matter with their manager or another manager or a Director, in complete confidence.
- Allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures.
- Disciplinary and grievance procedures will be applied fairly and transparently for all staff.



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## **3.0 Responsibilities**

- All staff have a shared responsibility to ensure that the Equality and Diversity Policy is adhered to and to promote dignity and equality of opportunity and outcome at work.

## **3.1 Managers**

- All managers are responsible for implementing and enforcing this Policy and ensuring all employees are aware of their responsibilities.
- Managers should promote and encourage each employee to reach their full potential.

## **3.2 Employees**

- All employees of MEC, at all levels, have an individual responsibility for ensuring equality of opportunity and adherence to this Policy.
- This can be achieved by respecting the right to work in an environment free from prejudice and discrimination, exhibiting the correct behaviours and challenging colleagues who fall short of these expectations.

## **3.3 Monitoring & Review**

- MEC continuously review this Policy, together with all of our employment policies and practices to maintain our focus on equality of opportunity.
- Where necessary targets will be set for specific areas in need of improvement, along with the necessary support and training.