

The purpose of this policy is to ensure equal opportunities for all workers, job applicants, clients and customers, irrespective of characteristics protected under legislation: ethnicity, colour, race, nationality or ethnic origin, marriage or civil partnership, gender or gender reassignment, pregnancy and maternity, age, religion or belief, disability, and sexual orientation.

MRF Supply Chain Ltd

We will comply with the following Acts and their subsequent amendments; Human Rights Act 1998, Part Time Working Regulations 2000, Employment Act 2002, Equality Act 2010. We are committed to observe, as far as possible, the Equality and Human Rights Commission's Codes of Practice for:

- Employment,
- Equal Pay,
- Services, Public Functions and Associations.

The Company is committed to providing a working environment in which employees are able to realise their full potential and to contribute to MRF Supply Chain Ltd business success irrespective of their gender, race, disability, sexual orientation, marital status, part time status, religion or belief. This is a key employment value to which all employees are expected to give their support.

In order to create conditions through which this goal can be realised, the Company is committed to identifying and eliminating unlawful discriminatory practices, procedures and attitudes throughout the Company. The Company expects employees to support this commitment and to assist in its realisation in all possible ways.

Specifically, the Company aims to ensure that no employee or candidate is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, race (including colour, nationality or ethnic origin), sexual orientation, marital status, part time status, religion, belief or disability.

This commitment applies to all aspects of employment, including but not limited to:

(Recruitment and Selection, Including Advertisements, Job Descriptions, Interview and Selection Procedures)

- Training,
- Promotion and career development opportunities,
- Terms and conditions of employment, and access to employment related benefits and facilities,
- Grievance handling and the application of disciplinary procedures; and selection for redundancy.

Equal Opportunities practice is developing constantly as social attitudes and legislation change. The Company will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all of the Company's employment policies and procedures, not just those specifically connected with Equal Opportunities.

Harassment

Harassment is physical, verbal or non-verbal behaviour which is unwanted and personally offensive to the recipient, and which causes the recipient to feel threatened, humiliated, intimidated, patronised, denigrated, bullied, distressed, victimised or harassed. Discrimination and harassment are often complex matters, and there is no uniform approach which deals with every suspected or alleged instance. In some cases, employees may be able to deal satisfactorily with an issue by raising it with their immediate manager. If an employee wishes to make a formal complaint he or she should use the Company's Grievance Procedure. The Company will treat seriously all allegations of unlawful discrimination or harassment. If any employee is accused of unlawful discrimination or harassment, the Company will investigate the matter fully. In the course of the investigation the employee will be given the opportunity to respond to the allegation and provide an explanation of his or her actions. If the Company concludes that no unlawful discrimination or harassment has occurred, this will be the end of the matter. If the Company concludes that the claim is false or malicious, the complainant may be subject to disciplinary action. If, on the other hand, the Company concludes that the employee's actions amount to unlawful discrimination or harassment, he or she may be subject to disciplinary action, up to and including summary dismissal for gross misconduct.

Equality Action Plan

Our equality action plan outlines the steps we will take to give effect to this policy. We will monitor the action plan and review the progress we have made each year, to make sure the policy is achieving its aims. The Operations Director is responsible for the equality policy and for putting the equality action plan into practice.

Monitoring

The Company will not tolerate unlawful discrimination or harassment of any kind in the working environment and will take positive action to prevent its occurrence. In this context, the Company will monitor its policies and will implement changes in order to improve them, as social attitudes and legislation change. This commitment applies to all the Company's employment policies and procedures, not only those specifically concerned with Equal Opportunities. We will monitor the equality policy, for example, by collecting and analysing information about the age, disability, gender and ethnic background (an equality profile) of job applicants and all workers, at each level in the company.

If we find under-representation of any particular group (e.g. disabled people, people from ethnic minorities or people of a certain gender or age), we will:

- Include a statement in our job advertisements, positively encouraging people from those groups to apply,
- Make sure our job advertisements reach them,
- Consider using minority and specialist media for our job advertisements,
- Consult specialist agencies, such as Job Centre Plus, for advice,
- Make sure the criteria for selection are entirely job-related,
- Review and revise the company's policies, practices and procedures,
- Consider taking positive action to provide training specifically for under-represented groups.

We value a diverse work force and customer base, and believe that the individuality and creativity that every worker potentially brings to the workforce is beneficial.

Signed: (Operations Director)

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