

Equal Opportunities Policy

1.0 Purpose

At MJ Engineering we are committed to ensuring that everyone is treated fairly, with dignity and respect. We want our workplace to be free from discrimination, harassment or victimisation and we will take steps to make sure that equality of opportunity is part of everything we do.

This policy applies to all staff, job applicants, contractors, apprentices, agency workers, customers and suppliers.

2.0 Legal Requirements

We will comply with the **Equality Act 2010**, which makes it unlawful to discriminate on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

3.0 Our Approach

- Decisions about recruitment, training, promotion, pay and employment will be based on ability and business need, not personal characteristics.
- Everyone should be always treated with courtesy and respect.
- Bullying, harassment or victimisation will not be tolerated.
- Where needed, reasonable adjustments will be made to support staff or applicants with disabilities.

4.0 Responsibilities

- The Managing Director has overall responsibility for this policy.
- Managers and supervisors must make sure equality principles are followed day to day.
- All employees are expected to treat others fairly and raise any concerns if they see or experience unfair treatment.

5.0 Raising Concerns

If an employee feels they have been treated unfairly, they should raise the issue through the company's Grievance Procedure. Concerns will be handled quickly, seriously and in confidence. No one will be treated badly for raising a genuine complaint.

6.0 Monitoring

We will review our recruitment, promotion and training practices regularly to make sure they are fair. Data may be collected, in line with GDPR, to help us monitor equality and make improvements.

7.0. Related Policies

This policy works alongside our:

- Bullying & Harassment Policy (Business Policies)
- Grievance & Whistleblowing Procedure (Employee Handbook)
- Disciplinary Procedure (Employee Handbook)
- Health & Safety Policy (Business Policies)