



**Equal
Opportunities
Policy**

Equality, Diversity and Inclusion Policy

Statement of Intent

The policy and practice of Macoi Limited require that all staff are afforded equal opportunities within employment and that entry into employment with the company and progression within employment will be determined only by personal merit, abilities, potential and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Macoi Limited is committed to eliminating discrimination and to achieve this we will not discriminate directly or indirectly through applying conditions or requirements, which cannot shown to be justified. It will not discriminate on the grounds of age, colour, disability, ethnic origin, gender, gender reassignment, marital status, nationality or national origins, race, religious beliefs, responsibility for dependants, sexual orientation or other irrelevant distinction.

Code of Practice

Macoi Limited welcomes diversity amongst its staff and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual merits of candidates and on selection criteria relevant to the post. In pursuance of this aim and of its statutory duties, Macoi Limited, as an employer committed to the principle of equality of opportunity, will adhere to the following procedure in the conduct of the recruitment and selection process for all posts.

Advertising

- Job advertisements will be widely publicised so as to encourage applications from a broad range of suitable candidates from all backgrounds;
- Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally;
- Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, polytechnics etc.;
- All vacancy advertisements will include an appropriate short statement on equal opportunity;
- Qualifications and requirements asked for must be justified by the nature of the post.

Selection Criteria and Methods

Selection criteria for all job posts will be clearly defined and reflected in the further particulars sent to candidates, which will also include details of the company's commitment to equality of opportunity. Job qualifications or requirements which would have the effect of inhibiting applications from members of particular groups, such as those of one sex, persons of particular marital status or sexual orientation, persons of a particular racial group, or those with a disability, will not be demanded or imposed except where they are justifiable in terms of the job to be done.

Wherever possible, more than one person must be involved in the selection interview and recruitment process. All those handling applications and conducting interviews must be aware of the principles of the Sex Discrimination Act, the Race Relations Act, the Disability Discrimination Act, and other relevant legislation. The company will ensure that training and advice are available in furtherance of this requirement. All candidates will be compared objectively with the selection criteria, and all applications will be processed in the same way. Information sought from candidates and passed to those responsible for appointments will relate only to the qualifications for or requirements of the job. It is recognised that the company has a statutory obligation to make such adjustments to the

workplace and to working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

Positive Action – Training, Promotion and Conditions of Service

Underrepresented groups will be encouraged to apply for training and employment opportunities with the company. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment for all jobs will be strictly on merit.

Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantage and/or underrepresented groups.

Monitoring

The necessity for monitoring and evaluating the implementation of this policy is recognised and will be kept updated and checked by the Company Director annually.

General

The objectives of this equal opportunities policy are to:-

- Ensure that the company has access to the widest labour market and secures the best employees for its needs;
- Ensure that no applicant or employee receives less favorable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves;
- Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas;
- The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant acts of parliament as well as the various codes of practice, lies with the company. Behavior or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases lead to dismissal.

Monitoring & Evaluation

Macoi Limited will regularly evaluate its services and the effectiveness of its equality and diversity policy.

Review of Policy

Macoi Limited's commitment to equality and diversity is an active one. The document will be amended on a regular basis as part of this active commitment.