



# Committed to Equality Policy

Date of issue	January 2023
Version	V2

# Committed to Equality Policy

## Introduction

Motion Control Products recognises that certain groups and individuals within society may be disadvantaged and discriminated against for a variety of reasons.

Motion Control Products is committed to eliminating any inequalities that may exist in the context of both employment and service delivery. The company recognises that discrimination in employment is unacceptable and believes it is in everyone's best interests to promote fair and equal treatment. This will help to ensure that Motion Control Products' value and fully utilise the skills of their entire workforce and that the highest standards of service are provided.

Motion Control Products also values the diversity of the people and communities they serve and are committed to ensuring that services, facilities and resources are accessible and responsive to the needs of all individuals and groups within its community.

Motion Control Products' are therefore committed to working towards the elimination of discriminatory attitudes and practices in the working environment and in the way services are commissioned and delivered.

Under the Equality Act 2010 every individual in the United Kingdom shares one or more of the nine Protected Characteristics.

The defined 'Protected Characteristics' are identified as follows: -

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Religion or Belief (including non belief)
- Sex
- Sexual Orientation.

## Purpose of this Policy

The purpose of this document is to establish Motion Control Products' policy on equality as it applies to employment, service delivery, goods and service, suppliers, contractors and outside agencies.

In particular, Motion Control Products will endeavour to ensure that no individual or group receives less favourable treatment either directly or indirectly on the grounds of any of the following: -

## Language

Motion Control Products recognise that language should never be a barrier and that all available employment opportunities will be made available regardless of a person's language.

## Nationality

Motion Control Products recognise that nationality should never be a barrier and that all available employment opportunities will be made available regardless of a person's nationality.

## Ageism

Motion Control Products recognise that age should never be a barrier and that all available employment opportunities will be made available regardless of a person's age.

# Committed to Equality Policy

## **Disability**

As a matter of employment policy Motion Control Products will encourage the employment of people with disabilities. In order to pursue this policy we will provide a satisfactory physical environment and appropriate training and equipment to enable the disabled employees to carry out their tasks satisfactorily.

## **Gender Reassignment**

Motion Control Products recognise that gender reassignment should never be a barrier and that all available employment opportunities will be made available regardless of a person's gender assignment.

## **Marriage or Civil Partnership**

Motion Control Products recognise that marriage or civil partnership should never be a barrier and that all available employment opportunities will be made available regardless of a person's marriage or civil partnership.

## **Pregnancy and Maternity**

Motion Control Products recognises that pregnancy and maternity should never be a barrier and that all available employment opportunities will be made available regardless of a person's pregnancy or maternity.

## **Race**

Our employment practices have been developed to ensure that equal opportunities are made available to everyone irrespective of their race or national origin.

## **Religion or Belief**

Motion Control Products will make jobs available to all regardless of religious persuasion or belief. It will recognise the sensitivities of each group and do its utmost to accommodate the obligations of the various religions at all times. Motion Control Products understands that any employee with no structured or orthodox belief is also recognised as a protected characteristic.

## **Sex**

As part of Motion Control Products' employment practices, all opportunities will be open to all individuals regardless of sex

## **Gender Identity**

Motion Control Products' have recognised the sensitivities of Gender Identity and will do its utmost to accommodate their obligations in supporting those employees by ensuring they remain free from discrimination at all times.

## **Sexual Orientation**

Motion Control Products does not concern itself with an individuals sexual orientation

## **Other Personal Characteristics**

Motion Control Products recognise that a personal characteristic should never be a barrier and that all available employment opportunities will be made available regardless of a person's personal characteristics.

No person or group of people employed by Motion Control Products will be treated less favourably than any other person or group because of the above or any other personal characteristic unrelated to their ability to do their job effectively.

Legislation exists to protect employees and associates from discrimination and Motion Control Products will ensure that we comply fully with it.

# Committed to Equality Policy

Of equal importance is the spirit and culture of equality and fairness, which we will take active steps to achieve through this and all of our other policies.

## **Employee Responsibilities**

Each individual employed by Motion Control Products has an important part to play in achieving this equality goal, since the way in which each of us behaves towards colleagues, clients, customers and suppliers determines whether the environment at Motion Control Products is one where all individuals have the opportunity to thrive.

Each employee is responsible for their own professional and personal behaviour and there is a requirement of all employees to conduct themselves in a manner that does not cause offence to any other individual verbally, physically, emotionally or any inferred reference to a protected characteristic.

However, Motion Control Products recognises that the ultimate responsibility for the successful implementation of all policies and practices lies with the company, its senior Managers and Directors.

## **The Company's Responsibilities**

Motion Control Products has a duty of care to ensure as far as possible that our employees do not suffer harm while in our employ.

The company also has a duty of care, to take practical steps to ensure the safety and well being of our employees, which includes protection from undue stress or pressure.

Since discrimination, harassment and absence of equal opportunity can result in undue stress we will act to ensure that we work in an environment where everyone can feel physically, emotionally and psychologically safe.

Motion Control Products will keep under review its policies, procedures and practices to ensure that individuals are recruited, trained, developed and promoted on the basis of job requirements and the individuals merits and abilities for the job.

The company will aim to ensure that equality is mainstreamed into every aspect of policy and practice as both employer and service provider. Risk assessments will be put in place for all new policies, procedures or practices to identify any impacts, directly or indirectly, on equality and equal opportunities before implementation.

To be an equal opportunity employer, the equality culture must permeate through all the actions and decisions made by Motion Control Products and through all other policies and procedures.

These policies encompass, but are not confined to: -

### **1. Recruitment and Selection**

Motion Control Products has Recruitment & Selection policy which in summary, commits the Company to ensuring that unfair discrimination does not occur at any stage of the recruitment and employment process, covering all stages from the production of job descriptions and person specifications, through advertising, application packs, short listing, interviews, selection and employment.

# Committed to Equality Policy

## 2. Work Life Balance

Motion Control Products supports the principle of encouraging balance between work and family/personal life and has comprehensive policies and procedures to support this goal. These encompass flexible and part time working, annual leave, maternity/paternity/adoption leave, parental and carer leave as well as sickness and absence procedures. Any requests made to Motion Control Products on the above areas will be fairly considered without prejudice and in line with business continuity and needs.

## 3. Discipline and Grievances

In any working environment, it is inevitable that from time-to-time misunderstandings and problems will occur. Communication is the key to solving these problems and whenever possible it is in the interest of all parties to work things out informally. Where this is not possible however, formal discipline and grievance procedures exist, which can be used to make complaints, settle grievances and to ensure that fair and consistent standards of discipline and performance are maintained

## 4. Discrimination, Harassment and Bullying

Harassment is behaviour that is inappropriate, offensive and unwelcome to the person or people on the receiving end. Motion Control Products is determined that such behaviour will not be tolerated and is committed to ensuring that the environment is a supportive and positive one where discrimination and harassment plays no part. Employees can use the grievance procedure to make a complaint, where informal solutions are inappropriate or unproductive

## 5. Monitoring

Motion Control Products will collect and maintain personal details from employees and applicants for equality purposes. This will provide data to allow for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

## 6. Communications

Policies will be clearly communicated to staff to ensure that all involved with Motion Control Products understand their rights and their responsibilities.

Motion Control Products' Equality Policy will be communicated to suppliers and service providers in order that they are aware of our commitment to equality and Motion Control Products aspire to treat every client, customer and organisation with whom we have contact, with the same dignity and respect that we afford and require from our own employees.

In customer facing areas, a statement of our commitment to equality will be clearly displayed together with details of the way in which our customers can communicate with Motion Control Products when they feel their treatment has fallen short of the standards we set for ourselves. Complaints and suggestions will be followed up and action taken when appropriate.

Where commercially practicable Motion Control Products will endeavour to use suppliers who are also able to demonstrate, through their written policies and in the way that they communicate and conduct their business with Motion Control Products their own commitment to equality.

# Committed to Equality Policy

## **Implementation, monitoring and review of this policy**

Motion Control Products will publicise its commitment to its Equality Policy to both existing and potential members of staff, partner organisations, contractors and the wider community.

The policy will be supported by an equality action plan which will be accompanied by procedures; these include the setting, monitoring and reviewing of objectives and targets to ensure that the policy achieves its aims.

When appropriate alternative languages will be available for all policies; such items to be developed and implemented as required and will be subject to the same periodic reviews to assess progress in accordance with relevant legislation.

Systems for monitoring the effectiveness of the policy will be implemented and monitoring information will be reviewed on a regular basis.

Where necessary action will be taken to remove any actual or potential obstacle to ensuring that fair and equal treatment is being properly applied within Motion Control Products.

Motion Control Products will not tolerate discrimination by any of its staff and any acts of deliberate discrimination will be dealt with in accordance with the Disciplinary Policy.

This policy will take effect from 1<sup>st</sup> January 2023. The Managing Director has overall responsibility for implementing and monitoring this policy, which will be reviewed annually or as and when amendments are required, following its implementation.