



Equality, Diversity and Inclusion Policy

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1. Introduction

At Mpac, we are committed to promoting equal opportunities for all employees and applicants, regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We believe that diversity and inclusion are fundamental to our success and aim to create an inclusive and supportive environment where every individual can thrive and is treated with respect and dignity.

This Policy aims to remove unfair and discriminatory practices within Mpac and to encourage full contribution from its diverse community. Mpac is committed to actively opposing all forms of discrimination.

2. Scope

This Equal Opportunities Policy applies to all aspects of employment, including recruitment, selection, training, promotion, pay, benefits, and working conditions. It extends to all employees, job applicants, and agency workers working on our behalf. We expect our employees, as well as others who work with us, to embrace and adhere to this policy.

- To prevent and stop all forms of unlawful discrimination in line with the Equality Act 2010.
- To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, qualifications, experience, skills and productivity.
- To fulfil Mpac's social responsibility towards employees and the communities in which it operates.
- To review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of your merits and abilities, which are appropriate to the job.
- To seek to give all employees equality of opportunity and encouragement to fulfil their potential.
- To distribute and publicise this policy statement throughout Mpac and elsewhere as appropriate to ensure that all employees are aware of the provisions of this policy.
- To provide facilities for any employee who believes that they have received unequal treatment within the scope of this policy to raise the matter through Mpac's formal written procedures.

3. Responsibilities

3.1 Senior Leaders and Managers

Senior Leaders and Managers within the organisation is responsible for:

- Ensuring that equal opportunities are an integral part of our company culture.
- Monitoring the implementation of this policy and providing the necessary resources and support.
- Taking appropriate action in response to discrimination complaints or violations of this policy.

3.2 All Employees

- All employees are responsible for:
- Treating colleagues, customers, and suppliers with respect and dignity, avoiding discrimination and harassment.
- Reporting any concerns or instances of discrimination or harassment to their line manager or HR.
- Promoting diversity and inclusion in the workplace.

4. Forms of discrimination

The following are the kinds of discrimination that are all against this policy.



Direct Discrimination is where a person is less favourably treated because of their actual or perceived or someone else's (with whom they are associated) sex, sexual orientation, race, religion or belief, disability or age or because of their marital or civil partnership status or due to their pregnancy or their exercise of the right to take maternity leave and, in the case of age only, such treatment is not justified. Examples are if someone is refused promotion on the grounds that they are black or white, disabled, a woman or a man, Christian or Muslim, heterosexual or homosexual.

Indirect discrimination is where a provision, criterion or practice puts a particular sex, race, religious group, age range, disability, or those of a particular sexual orientation or those proposing to undergo, undergoing or having undergone gender reassignment at a disadvantage and is not a proportionate means of achieving a legitimate aim. An example is of a job description, which would make it difficult for women with young children to satisfy the criteria because of an unnecessary requirement with regard to hours of work. Other examples are: restricting recruitment to areas where there are few ethnic minorities, or a requirement which is non-essential to the job description which may exclude a disabled person (such as the requirement for a driving licence for a job which is mainly office-based).

Victimisation refers to the mistreatment or unfair treatment of an individual who has previously asserted their rights, filed a complaint, or cooperated with an investigation related to discrimination, harassment, or any other protected activity. It involves subjecting someone to retaliation, intimidation, or adverse actions as a result of their actions to protect their own rights or the rights of others. Victimisation is a form of unlawful discrimination and is typically prohibited by various laws and policies aimed at protecting individuals who speak up against injustices or assert their legal rights.

Harassment is:

- unwelcome sexual attention including touching and invading personal space;
- subjecting someone to insults or ridicule because of their sexual orientation;
- “outing” or threatening to “out” someone as gay or lesbian (whether or not they are heterosexual or homosexual);
- suggesting that sexual favours may in some way further someone’s career or refusing sexual favours may damage it;
- lewd, suggestive or over-familiar behaviour;
- display of pornographic or sexually suggestive pictures or written material;
- display of material advocating against religious beliefs or sexual life-styles;
- “making fun” of someone who wears a hearing aid;
- racial name calling;
- sending “joke” cards which are at the expense of someone’s age;
- making sexist remarks about an employee or another individual

Disability Discrimination is slightly different to other forms of discrimination as the law attempts to level the uneven playing field caused by disabilities. It is unlawful to treat an employee less favourably because of their disability or because of something arising as a consequence of their disability. It is also unlawful indirectly to discriminate against a disabled employee. There is also a positive duty to make reasonable adjustments to prevent practices, criteria or provisions putting disabled employees at a disadvantage.

(i) unwanted conduct related to sex, gender reassignment, marital/civil partnership status, race, sexual orientation, religion or belief, disability or age which has the purpose or effect of violating an employee’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for an employee;

(ii) unwanted sexual conduct which has the purpose or effect described above;

(iii) less favourable treatment due to the submission or rejection of unwanted sexual conduct or conduct related to gender reassignment.



Examples include:

Please note a member of staff could be harassed even if they are not the direct recipient of the behaviour.

Harassment can also occur when a member of staff is repeatedly subjected to such treatment by a client or other third party.

Please refer to the Anti-Harassment and Bullying Policy for further details as to how to address any harassment.

If you are or become disabled while working for Mpac, you are encouraged to discuss your condition with your Manager so that we are best placed to help and support you. If you consider that we could help you by making adjustments to your working hours, workplace or working conditions please make these suggestions to your Manager. In appropriate circumstances we will need to consult with your medical advisers and you as to how to best accommodate your needs and those of Mpac.

5. Recruitment and Selection

We will ensure that our recruitment and selection processes are fair and free from discrimination. This includes:

- Using non-discriminatory language in job advertisements.
- Assessing candidates based on their qualifications and experience relevant to the job requirements.
- Making reasonable adjustments for candidates with disabilities during the recruitment process.
- Providing equal opportunities for all candidates and not discriminating based on any of the protected characteristics.

6. Training and Development

We are committed to providing training and development opportunities to all employees. This includes:

- Identifying the training needs of our employees, addressing any disparities, and providing access to necessary training.
- Offering career development opportunities and promotions based on skills, experience, and performance.
- Encouraging all employees to participate in training programs regardless of their background or characteristics.

7. Equal Pay

We will ensure that there is no discrimination in pay and benefits, and that employees receive equal pay for equal work. This includes:

- Regularly reviewing and monitoring pay scales to identify and address disparities.
- Ensuring that decisions related to pay, bonuses, and benefits are based on objective criteria.
- Providing clear information to employees regarding pay and benefits structures.

8. Harassment and Discrimination

Harassment and discrimination of any form will not be tolerated within the organization. This includes:

- Taking immediate and appropriate action in response to complaints of harassment or discrimination.
- Investigating all complaints promptly, confidentially, and impartially.
- Implementing disciplinary actions against those found responsible for harassment or discrimination.



9. Monitoring and Review

We will regularly monitor and review this Equal Opportunities Policy to ensure its effectiveness. Any necessary revisions will be made to reflect changes in legislation, best practices, and our organisational needs.

This Equal Opportunities Policy reflects our commitment to creating an inclusive and diverse workplace where everyone is treated with fairness and respect. We believe that embracing equal opportunities enhances our working environment, productivity, and overall success.

10. Complaints

Mpac will treat seriously and sensitively any complaint by an employee who believes they have been discriminated against or harassed on any of the grounds set out in this policy under the heading 'Forms of Discrimination'. If an employee has such a complaint, they are advised to raise it under Mpac's grievance procedure.

Anyone raising an allegation of discrimination in good faith will not be victimised or subject to any form of detriment. False allegations, however, or those made in bad faith will be treated as a disciplinary matter under the Disciplinary Policy and may result in disciplinary action up to summary dismissal.

Adam Holland
CEO
(Date)