

EQUAL OPPORTUNITIES POLICY

The MLT Group

Effective Date: 25th October 2024

Review Date: 25th October 2025

Approved by: Managing Director

1. Policy Statement

The MLT Group is committed to providing equal opportunities in employment and recruitment, and to creating a workplace and service environment where all individuals are treated with dignity and respect. Discrimination of any kind is not tolerated.

We fully support the principles of the **Equality Act 2010** and promote a culture of fairness, inclusion, and respect in our dealings with clients, candidates, employees, and partners.

2. Scope

This policy applies to:

- All employees and directors of The MLT Group
 - Job applicants and candidates
 - Temporary workers and contractors
 - Clients, suppliers, and third parties with whom we engage
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3. Legal Framework

This policy is based on the **Equality Act 2010**, which protects individuals from unlawful discrimination on the basis of the following **protected characteristics**:

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

We commit to:

- Ensuring all individuals are treated fairly and without bias
 - Promoting equality, diversity, and inclusion in all areas of our work
 - Providing access to opportunities based on merit and suitability
 - Taking prompt action against any form of discrimination, harassment, or victimisation
 - Educating staff and clients on inclusive and lawful recruitment practices
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5. Recruitment and Employment Practices

We ensure that:

- All vacancies are advertised and filled without unlawful discrimination
 - Job descriptions and person specifications are based solely on objective requirements
 - Selection processes are fair, consistent, and based on merit
 - Reasonable adjustments are offered to candidates with disabilities
 - Temporary workers are treated with fairness and respect, regardless of background
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6. Responsibilities

- **Management** is responsible for promoting and enforcing this policy
 - **Employees** must respect the rights of others and support an inclusive culture
 - **Recruitment consultants** must conduct candidate assessments and placements in accordance with this policy and REC standards
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7. Complaints and Grievances

Any employee, candidate, or third party who believes they have been treated unfairly or unlawfully can raise a concern via our internal grievance or complaints process.

To report an issue confidentially, contact:

Lei Turner – Lei.turner@themltgroup.co.uk

All complaints will be handled promptly, fairly, and with confidentiality.

8. Monitoring and Review

- We monitor diversity data where appropriate (e.g., anonymised candidate demographics)
 - This policy is reviewed annually or after any changes in legislation or business structure
 - Findings are used to improve equality outcomes and inform staff training
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9. Disciplinary Action

Breaches of this policy may result in disciplinary action, up to and including dismissal for employees, or termination of relationships with clients or suppliers who act unlawfully or unethically.

Signed: _M J Turner_____

Mitch Turner – Managing Director

Date: __25th October 2024_____