

It is the policy of MB Langmuir & Hay LLP ("the Company/Organisation") to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status.

Furthermore the [Company/Organisation] will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

The [Company/Organisation] will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.

The [Company/Organisation] is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective.

The overall responsibility for the policy lies with Stephen Daniels, Partner.

However, all staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.

In this policy, references to a "Personnel Director" means Stephen Daniels or such Partner or Partners who subsequently take on the personnel responsibilities currently assumed by the individual named in this paragraph.

### **Scope**

1. All recruitment publicity aims to encourage applications from all individuals who have appropriate qualifications and/or experience.
2. Selection criteria and procedures will be continually reviewed to ensure that applicants are assessed purely on the basis of their relevant merits and abilities.
3. It is against the Employer's policy to offer discriminatory terms and conditions of employment. All individuals employed in the same or similar capacity and performing at the same or similar levels will receive equal pay, benefits and other terms and conditions.
4. All promotion is strictly on the basis of ability to do the job. No decision to promote will be made on a discriminatory basis.
5. Wherever possible and appropriate, specific training and encouragement will be given to ensure equality of opportunities within the Employer.
6. Any age restrictions that are imposed by the Employer will be justifiable and non-discriminatory.
7. Any requirement that employees travel extensively, relocate or carry out over-time will be kept to a practical minimum and non-discriminatory. The Employer will, wherever possible, try to devise an alternative where employees have difficulties in meeting such requirements.
8. The Employer will ensure that part-time employees receive fair treatment. The Employer will consider all requests for the creation of part-time positions.
9. Demands of religion (eg. prayer time and religious holidays), culture (eg traditional dress) and special dietary needs will be accommodated wherever possible and practical.

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### **Enforcement**

1. A copy of this policy document **will** be displayed on **all** notice boards.
2. All employees and other individuals working at the Employer's workplace, must be aware of this policy and ensure that their behaviour is non-discriminatory.
3. Managers are responsible for implementing this policy within their teams/departments and ensuring that any problems are dealt with promptly. Failure to do so will be considered a failure to carry out their function.
4. If any employee has any doubts or queries about this policy then they should consult the Personnel Director.
5. If any employee feels that they have suffered discrimination then, if possible, they should approach the relevant individuals(s) to discuss any problems directly and try to resolve the matter informally. However, it is recognised that this is not always possible, in which case employees are encouraged to implement the procedure set out below.
6. At any point, employees may, if they wish, discuss the matter with the appropriate Personnel Director on a confidential and informal basis.
7. Disciplinary action will be taken against any employee who is found to be in breach of this policy. Serious breaches will be treated as gross misconduct.
8. To ensure that this policy works in practice, the Employer's employment procedures are closely monitored to ensure equality of opportunity for all groups at all levels of the Employer.

### **Procedure**

1. An employee who wishes to implement this procedure should provide the Personnel Director with clear written details of the grievance, stating that they feel they have been treated in breach of the policy. This should be done as soon as possible after the relevant events.
2. The procedure will be carried out in strictest confidence and will not prejudice the employee's future employment in any way.
3. The Personnel Director will try to resolve the matter informally. If this is not possible, he will inform all the parties concerned, carry out a full investigation and hold a meeting at which all parties will be given an opportunity to state their case. The "Personnel Director" will then make an appropriate decision and, if necessary, recommend that certain action is taken.
4. If the employee is still not satisfied after this investigation and decision they should appeal in writing within 5 working days requesting a review of the decision by a panel consisting of the Partners of M.B. Langmuir & Hay LLP.

**The Employer is committed to a programme of action to make this policy fully effective.**