

Diversity, Inclusion and Equality Policy

1. General

- 1.1 As a highly diverse company - in both personality, mindset and demographic – MaST is committed to a policy of inclusivity and equal opportunity for all of our team members, consultants, sub-contractors and applicants. We will adhere to our policy at all times and ensure a thorough review and update is conducted on an on-going basis. This not restricted to but applies particularly to all aspects of recruitment to avoid unlawful or undesirable discrimination. MaST will treat everyone equally irrespective of gender, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs, geographical location or membership or non-membership of a Trade Union and places an obligation upon all staff to respect and act in accordance with the policy. We will strive to identify any bias in approach or culture whether unconscious or overt and we are committed to providing training for all its staff in Equality and Diversity.
- 1.2 MaST shall not discriminate unlawfully when deciding which candidate / temporary worker is submitted for a senior post, a project or a specific role. We will also ensure that there is no discrimination inherent in any terms of employment or terms of engagement for team members, consultants or contract team members. MaST will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular role or assignment.
- 1.3 MaST not accept instructions from clients that indicate an intention to discriminate unlawfully.
- 1.4 MaST will circulate this policy electronically and in hard copy (with special provision if required in the case of visual impairment) to all our team members, Consultants and to any sub-contracted workers. It will do this on appointment, during induction training and on every occasion the policy is reviewed or updated in the light of new legislation or further opportunities for improvement. The policy shall form part of the company's course materials within all appropriate ongoing internal training and development programmes.
- 1.5 The senior manager responsible for the implementation of and the adherence to this policy is the Managing Director for MaST.

2. Sex and race discrimination

Unlawful sex or race discrimination occurs in the following circumstances:

Direct discrimination

Under the Sex Discrimination Act 1975 and the Race Relations Act 1976 direct discrimination occurs where one individual treats another individual less favourably on grounds of their sex or race than he treats or would treat other persons.

It is unlawful for a training and development organisation to discriminate against a person on the grounds of their sex, colour, race, nationality, ethnic or national origins;

- a. in the terms on which the organisation offers to provide any of its services;
- b. by refusing or omitting to provide any of its services;
- c. in the way it provides any of its services.

Direct discrimination would also occur if a training organisation accepted and acted upon a requirement from a client which states that certain persons are unacceptable through their sex, colour, race, nationality, or ethnic or national origins, unless a legal exception applies.

Indirect discrimination

A claim of indirect discrimination arises when an employer applies a requirement or general condition where the proportion of persons from one gender or racial group who can comply with it is smaller than the proportion of persons *not* of that gender or racial group who can comply with it.

Indirect discrimination would also occur if a training organisation accepted and acted upon an indirectly discriminatory instruction from a client.

3. Gender reassignment policy

3.1 MaST recognises that any employee or worker may wish to change their gender during the course of their employment with the Company.

3.2 MaST will support any employee or worker through the reassignment provided that full medical counselling has been undertaken and MaST has access to any relevant medical reports.

3.3 MaST will make every effort to try and protect the employee or worker undergoing reassignment within the workplace.

3.4 All employees and workers will be expected to comply with MaST's policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate disciplinary sanction.

3.5 Where an employee is engaged in work where the gender change imposes genuine problems MaST will make every effort to reassign the employee or worker to an alternative role in the Company.

3.6 Any employee or worker suffering discrimination as the result of their gender reassignment should make recourse to the Company's grievance procedure.

3.7 Any discrimination complaint will be investigated fully.

4. Complaints and monitoring procedures

MaST has in place procedures for dealing with complaints of discrimination, harassment, bullying, victimisation or other forms of grievance relating to Equality or Diversity in the workplace. Anyone with any concern arising from any of the above issues should address themselves without delay to;

Managing Director, telephone 01628 784062.

General Statement

Equal Opportunities is about the law - but it is also about approach, mindset and culture. It is about groups of people who share similar lifestyles or backgrounds. Diversity looks for the uniqueness of each individual and what he or she can contribute to an organisation including by the very nature of that diversity.

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