

#### **4.2-EQUAL OPPORTUNITIES POLICY**

**MDN UK LTD** is committed to Equal Opportunities for all, regardless of marital status, sex, sexuality, colour, ethnic or national origin, race, disability or age in terms of employment.

The Company is aware that discrimination still exists and is committed to taking definite steps to eliminate discrimination and promote good relations for all.

The Company's policy on Equal Opportunities is applicable to all members of staff and also aims to encourage co-operation from consultants, contractors, suppliers and others employed by the Company.

This policy is prepared in accordance with the Equality Act 2010

#### **EMPLOYMENT**

##### **Objective:**

To ensure that the talents and resources of staff are utilised to the maximum and that no employee, job applicant or sub-contractor receives less favourable treatment on the grounds of marital status, sex, sexuality, colour ethnic or national origin, race, disability or age in terms of employment either directly or indirectly.

##### **Implementation:**

All staff are given a copy of the Company Policy on Equal Opportunities. All staff are made aware of their individual responsibilities in respect of equal opportunities.

Written instructions and guidelines on recruitment, selection, promotion and dismissal are issued to the appropriate supervisory staff.

Staff will be consulted on the policy and their opinions discussed. Any necessary alterations to the policy or systems will be implemented and the staff and others informed.

##### **Recruitment:**

All jobs are to be made open to all applicants regardless of marital status, sex, sexuality, colour, ethnic or national origin, race, disability or age.

All advertisements will clearly state that **MDN UK LTD** is an Equal Opportunities Employer. Vacancies will be advertised using a wide range of organisations and publications such as Job Centres, Careers Offices, Local Press, Race Equality Councils, etc., as appropriate in order to attract interest from a wider community.

##### **Selections:**

Managers who recruit and conduct interviews will take an unbiased approach regardless of the applicants marital status, sex, sexuality, colour, ethnic or national origin, race, disability, or age. Questions will relate to the job and will be non-discriminatory. Applicants will be measured against the requirements of the job. The procedures for selection will be reviewed periodically to ensure that they remain non-discriminatory.

##### **Promotion:**

The criteria for promotions will relate specifically to the individual's ability and aptitude for the job regardless of marital status, sex, sexuality, colour, ethnic or national origin, race, disability or age. The procedures for promotion will be reviewed periodically to ensure that they remain non-discriminatory.

##### **Dismissal:**

The procedure and criteria for selection of staff for dismissal must ensure that they do not directly or indirectly discriminate against a particular group or groups.

Selection will relate specifically to the individual's ability and aptitude or the current economic situation and will be non-discriminatory.

Positive action will be taken to overcome past discrimination.

##### **Disciplinary & Grievance Procedure:**

All grievances will be investigated at the earliest opportunity and action taken.

Exact details will be taken of the conduct which is complained of and employees will be given the right to reply.

Employees will have the right to have a representative or colleague present at any disciplinary meeting.

Employees will be notified of the result of any disciplinary meeting.

Where necessary and appropriate Guaranteed Asphalt will enlist the services of outside consultants. Any necessary action will be taken and recorded.

**Victimisation:**

All staff will be made aware that it is unlawful to victimise any individual and that should they not desist, they will be subject to disciplinary action including possible dismissal and legal proceedings.

**Training:**

All persons responsible for recruitment selection, promotion or dismissal will receive ongoing training in Equal Opportunities and Race Relations.

Training will be aimed at achieving the following objectives:-

- 1.To enable staff to recognise and conform to the Company's and their own legal obligations under Equal Opportunities and Race Relations legislation.
- 2.To develop the skills to translate the legislation in employment practice into practice.

**Monitoring:**

The Equal Opportunities policy will be reviewed regularly or as legislation alters and the following procedures will be observed:-

The policy will be reviewed and any amendments/alterations will be made. All staff will be made aware of any changes.

The meeting will comprise of:

- The Director responsible for Equal Opportunities.
- All supervisors and contacts managers.
- Representative of the staff.
- Minutes will be kept.
- A follow-up date will be set.

Signed:



Dated: 09/06/2025