



OUR COMMITMENT

This policy statement forms part of the company overall management systems

MGL Training Services fully supports the principles of equality in employment and is opposed to all forms of unlawful or unfair discrimination on grounds of gender, marital status, race, ethnic origin, nationality, national origin, disability, sexual orientation, religion, age, pregnancy or maternity.

Responsibilities: The responsibility for implementing and determining company policies is derived by the Board of Directors. Mark Davison has been appointed as having overall responsibility for this policy.

As a company MGL Training Services value a diverse customer base and understand the need for a diverse workforce to reflect both this and the community in which we all work. Every possible step will be taken to ensure that individuals are treated equally and fairly, and that decisions on recruitment, selection, training and development, promotion, career management and any other benefits will be based solely on objective and job related criteria.

Basic Principles:

As an employer and service provider, the company will:

- Treat all employees fairly, openly, equally and with dignity and respect.
- Aim to eliminate forced labour, bullying, harassment and victimisation towards any individual, not just those protected by legislation.
- Ensure selection for employment, promotion, training or any other benefit will be solely based on the best person for the job in respect of skills, knowledge, abilities, potential and alignment with the company's behaviours.
- Fully appreciate and understand Equality and Diversity is about good employment practice and makes sound business sense.

- Ensure employees are trained and educated in Equality and Diversity awareness and best practice as appropriate.
- Appreciate the rights of every individual to work and do business in an environment free of unlawful discrimination and harassment. The company will not tolerate such behaviour under any circumstance.
- Deal with any breaches of this policy with the severity that it deserves.
- Ensure that any employee or stakeholder who believes they are being discriminated against, victimised or harassed can raise the matter through the company complaints procedure.
- Provide clear and concise information about company services, offering alternative formats and translations where practicable.
- Ensure sites, offices and premises that are the responsibility of the company are accessible to everyone.
- Listen to and act upon feedback from audit, review and monitoring processes.

Communication of Policy: This policy is communicated to all employees and is made available to any interested party.

Policy Review: This policy statement will be reviewed on an annual basis and amended where appropriate.

Gary Smith
Director
June 2017