

Equal Opportunities Policy

1.0 Introduction:

The aim of this Equal Opportunities Policy is to ensure that no employee of McCafferty Consultancy Limited is treated less favourably than others on the grounds of race (including colour, nationality or ethnic or national origin), sex (including marital status), religion or belief, disability or age.

2.0 Policy Statement:

McCafferty Consultancy Limited confirms its commitment to a policy of equal opportunities within the Company. McCafferty Consultancy Limited aims to create conditions whereby employees of the Company are treated on the basis of their relative merits regardless of their gender, race, disability, religious beliefs, or age.

This commitment applies in relation to recruitment, working conditions, training, and opportunities for promotion and in all other areas of the Company. McCafferty Consultancy Limited is committed to the eradication of discrimination, indirect discrimination, bullying and harassment within the Company.

3.0 Definitions:

McCafferty Consultancy Limited aims to ensure that in its policies, requirements or working practices that certain groups of employees are not disadvantaged unjustifiably in comparison to other employees (indirect discrimination) and will not tolerate direct discrimination, bullying or harassment in the workplace.

Discrimination occurs where a person judges another person on their race, religion, disability, age, or sex and, on such grounds, treats that person less favourably than others.

Indirect Discrimination occurs where an employer applies a policy, requirement or working practice that, although ostensibly neutral and indiscriminate, in fact puts a certain group of employees at a disadvantage in comparison to other employees.

Harassment is a form of discrimination, which occurs if, on the grounds of sex, race, disability, religion or belief, or age, an employee is subjected to unwanted conduct either from his employer or another employee that has the effect of violating his dignity or creating a hostile or offensive environment.

Harassment may take the form of:

- Physical sexual harassment which would include unwelcome physical contact
- Verbal sexual harassment which might include sexually suggestive remarks, displays of degrading pictures on computer screens or elsewhere within the working environment
- Racial harassment which might include name calling, racist jokes, threats and verbal harassment
- Disability harassment which may include insensitive jokes related to disability, displaying abusive writing or pictures or deliberate exclusion from conversations

Bullying occurs where an employee is subjected to any vindictive or humiliating treatment whether or not the underlying motive for the treatment is connected to a person's gender, race, disability, age, religion or beliefs.

Bullying may take the form of:

- Unfairly criticising a person
- Aggressive physical or verbal conduct
- Excluding or isolating a person

4.0 Employee's Obligations:

All employees of McCafferty Consultancy Limited have an obligation to act in accordance with this policy. Any breaches of the obligations imposed by this policy will be treated as misconduct and will be dealt with by the Company in accordance with its disciplinary procedure.

5.0 Management, and Employee Responsibility:

Overall responsibility for the implementation of this policy rests with the Managing Director. The application of and adherence to this policy is the collective responsibility of all employees and officers of McCafferty Consultancy Limited.

6.0 Complaints Procedure:

Any employee of the Company who believes they have been the subject of discrimination or harassment is encouraged by the Company to resolve this informally in the first instance. The employee should make it clear to the person causing offence that their behaviour is unacceptable and must stop.

Where informal methods are unsuccessful, or serious harassment occurs, employees are advised to bring a formal complaint and to seek advice in doing so. The complaint should be made in writing to Managing Director and should state:

- The name of the alleged harasser
- The nature of the discrimination or harassment
- Details of when and where this occurred
- Details of any witnesses

The Company will then carry out an investigation into the complaint and should the complaint prove to be founded this will be viewed as misconduct and depending on the severity of the misconduct may result in dismissal. Any disciplinary action will be dealt with through the Company's disciplinary procedures.

7.0 Implementing this Policy:

McCafferty Consultancy undertakes to publicise this policy by maintaining a company staff file, within which a copy of this policy will be contained.

8.0 Monitoring, Review & Guidance:

McCafferty Consultancy Limited recognises the need for the monitoring and review of the implementation of this policy and for the provision of training and guidance to all officers and employees involved in the selection and management of employees. The Company will monitor the effectiveness of the implementation of this policy at regular intervals.