

DATED

2018

METCALF MULTISPORTS LIMITED
EQUAL OPPORTUNITIES POLICY



METCALF
MULTISPORTS

EQUAL OPPORTUNITIES STATEMENT

Metcalf Multisports Limited is committed to promoting equal opportunities its relationship with its employees, customers, contractors and any other third parties. You will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

1. ABOUT THIS POLICY

- 1.1 This policy sets out our approach to equal opportunities and the avoidance of discrimination within our activities.
- 1.2 Ashley Metcalf is responsible for this policy and any necessary training on equal opportunities.

2. DISCRIMINATION

- 2.1 You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers, contractors, children, parents, carers and visitors. This applies when acting on our behalf inside or outside of the workplace (when dealing with customers, suppliers or other work-related contacts, when wearing a uniform), and on work-related trips or events including social events.
- 2.2 The following forms of discrimination are prohibited under this policy and are unlawful:
 - 2.2.1 **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
 - 2.2.2 **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
 - 2.2.3 **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
 - 2.2.4 **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
 - 2.2.5 **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

3. DISABILITIES

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

4. PART-TIME AND FIXED-TERM WORK

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

5. BREACHES OF THIS POLICY

- 5.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal. Equally, if a contractor breaches this policy, the contract may be terminated with immediate effect.
- 5.2 If you believe that you have suffered discrimination you can raise the matter with Ashley Metcalf. Complaints will be treated in confidence and investigated as appropriate.
- 5.3 You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct, or a breach of contract.