

## **Introduction: MSL & DASL Equal Opportunities Policy**

Metalwork Solutions Limited (MSL) and Direct Assembly Solutions Limited (DASL) recognise that it is essential to provide equal opportunities without discrimination. This policy sets out our position on equal opportunity for recruitment and promotion, encouraging employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, contract status, age, sexual orientation and religion.

### **Statement of policy**

- We will ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.
- We are committed to the positive promotion of equality of opportunity
- We recognise that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests and we appreciate the benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- Recruitment, training, and promotion policies will be on the basis of job requirements and the individual's ability and merits.
- All employees of the organisation will be made aware of the provisions of this policy.

### **Recruitment and promotion**

- Advertisements for vacant posts will not restrict in terms of sex, race, marital status, disability, age, contract status, sexual orientation or religion and will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this group.
- Vacancies will be circulated internally.
- Descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- Selection will be conducted against defined criteria dealing with the applicant's suitability for the job.
- Questions relating to personal circumstances will be related purely to job requirements and asked to all candidates.

### **Employment**

- MSL & DASL will not discriminate in the allocation of duties between employees employed at any level with comparable job descriptions.
- MSL & DASL will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- All employees will be considered solely on their merits for career development and promotion.

### **Training**

- Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- All employees will be encouraged to discuss their career prospects and training needs

### **Grievances and victimisation**

- MSL & DASL emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organization's Disciplinary Procedure & any complaints of discrimination will be pursued through the organisation's Grievance Procedure.