

Equality & Diversity Policy

GENERAL

1.1 Megaclose Ltd embraces equality and diversity and is committed to creating and sustaining a positive and supportive working environment for our staff and an excellent service and living experience for our clients, customers and tenants. We aspire that staff and tenants are equally valued and respected, and thrive within their working and living environment. We will seek to develop a business culture that reflects that belief. As a provider of employment and property management services, we value the diversity of our staff and customers.

1.2 Megaclose Ltd is committed to equality and diversity and will promote equality and diversity to all employees, applicants and tenants and shall adhere to such a policy at all times. We will review on an on-going basis all aspects of this policy to avoid unlawful or undesirable discrimination. Megaclose Ltd will treat everyone equally. This includes, but is not limited to, sex, sexual orientation, gender reassignment, marital or civil partnership status, pregnancy and maternity, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non- membership of a Trade Union or persons with spent convictions.

1.3 Megaclose Ltd shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers.

1.4 Megaclose Ltd shall not discriminate unlawfully when deciding which application for any tenancy is accepted, all applicants will be treated equally.

DISCRIMINATION

Unlawful discrimination occurs in the following circumstances:

Direct discrimination

Direct discrimination occurs where one individual treats or would treat another individual less favourably on grounds of sex, sexual orientation, gender reassignment, marital or civil partnership, pregnancy and maternity, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs.

Indirect Discrimination

Indirect discrimination occurs where an employer or landlord applies a provision, criterion or practice generally, which disadvantages a minority group in the community on the basis of a protected category.

2. DISABLED PERSONS

- 2.1 If for a reason which relates to the disabled person's disability, an employer or landlord;
- a) treats him less favourably than he treats, or would treat others to whom that reason does not or would not apply, and an individual cannot show that the treatment in question is justified.
 - b) treats the disabled person less favourably than he treats or would treat a person not having that particular disability, whose relevant circumstances, including his abilities, are the same as, or not materially different from, those of the disabled person.

This type of direct discrimination can never be justified.

2.2 An employer or landlord has a duty to make reasonable adjustments and to provide auxiliary aids and services;

- a) where a provision, criterion or practice applied by or on behalf of an employer or a landlord, places a disabled person at a substantial disadvantage in comparison with persons who are not disabled
- b) where any physical feature of an employer or landlord's premises, places a disabled person at a substantial disadvantage in comparison with persons who are not disabled,

It will be the duty of an employer or landlord to take such steps as are reasonable, in all the circumstances of the case, to remove the provision, criterion, practice or physical feature.

3. AGE DISCRIMINATION

Megaclose Ltd will not discriminate directly or indirectly, harass or victimise any person on the grounds of their age. We will not include any age criteria in job specifications or tenant application forms and every attempt will be made to recruit on the basis of competence and skills and tenancies will be offered on the basis of suitability of applicant and not age.

- a) Megaclose Ltd is committed to recruiting and retaining employees whose skills, experience, and attitude are suitable for the requirements of the various positions regardless of age.
- b) No upper age requirements will be stated in any job advertisements on behalf of the company.
- c) No upper age restrictions will be placed on Tenancy applications.

Megaclose Ltd will request age as part of its recruitment and property letting process but such information will not be used as selection, training or promotion criteria or in any detrimental way and is only for compilation of personal data, which the company holds on all employees and tenants.

4. PART-TIME WORKERS

This Diversity Policy also covers the treatment of those employees and workers who work on a part-time basis. Megaclose Ltd recognises that it is an essential part of this policy that part time employees are treated on the same terms, with no detriment, as full time employees (albeit on a pro rata basis)

In matters, such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave. Megaclose Ltd also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

5 HARASSMENT POLICY

5.1 Megaclose Ltd is committed to providing a work and living environment free from unlawful harassment on grounds of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or any other basis protected by legislation is unlawful and will not be tolerated by Megaclose Ltd.

5.2 This policy prohibits unlawful harassment by any employee of Megaclose Ltd

5.3 Examples of prohibited harassment are: -

5.3.1 Verbal or written conduct containing derogatory jokes or comments

5.3.2 Slurs or unwanted sexual advances

5.3.3 Visual conduct such as derogatory or sexually orientated posters

5.3.4 Photographs, cartoons, drawings or gestures which some may find offensive

5.3.5 Physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected category basis

5.3.6 Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours

5.3.7 Retaliation for having reported or threatened to report harassment

5.4 If an employee or tenant believes that there has been unlawful harassment, you should make an immediate report to Megaclose Ltd followed by a written complaint as soon as possible after the incident. Your complaint should include:

Details of the incident

Name(s) of the individual(s) involved Name(s) of any witness

5.5 Megaclose Ltd will undertake a thorough investigation of the allegations. If it is concluded that unlawful harassment has occurred, remedial action will be taken.

5.6 Any employee(s) who Megaclose Ltd finds to be responsible for unlawful harassment will be subject to the disciplinary procedure and any sanction may include termination. Any tenant who is believed to be responsible for unlawful harassment will be reported to the appropriate authorities. A person who discriminates or harasses may be personally liable for payment of compensation to the person offended. There is no statutory cap on the amount of compensation which may be awarded in discrimination cases. Under the Criminal Justice Act 1994, harassment became a criminal offence, punishable by a fine of up to £5,000 and/or a prison term of up to 6 months.

Under the Protection from Harassment Act 1997, the penalties for aggravated harassment are an unlimited fine and/or 5 years' imprisonment.

6. GENDER REASSIGNMENT POLICY

6.1 Megaclose Ltd recognises that any employee or tenant may wish to change their gender during the course of their employment or tenancy respectively.

6.2 Megaclose Ltd will support any employee through the reassignment provided that full medical counselling has been undertaken and Megaclose Ltd has access to any relevant medical reports

6.3 Megaclose Ltd will make every effort to try to protect an employee who has undergone, is undergoing or intends to undergo gender reassignment, from discrimination or harassment within the workplace

6.4 All employees and workers will be expected to comply with the Megaclose Ltd policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate disciplinary sanction

6.5 Where an employee is engaged in work where the gender change imposes genuine problems Megaclose Ltd will make every effort to reassign the employee or worker to an alternative role in the Company, if so desired by the employee

6.6 Any employee or worker suffering discrimination on the grounds of gender reassignment should make recourse to the Company's grievance procedure

Any discrimination complaint will be investigated fully.