EQUALITY DIVERSITY AND INCLUSION POLICY

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EQUALITY DIVERSITY and INCLUSION POLICY

1. Introduction

ML Doctors values the rich diversity and creative potential people with different backgrounds, skills and abilities bring to the workplace. Our Equality, Diversity and Inclusion policy aims to treat all current and prospective employees fairly and with dignity and respect.

ML Doctors is an Equal Opportunities and Diversity Aware employer, committed to promoting equality, diversity, and inclusion amongst is workforce, whilst eliminating unlawful discrimination.

This policy sets out the organisation's position to create an inclusive environment and culture, with a diverse workforce that is representative of all sectors of Society, where everyone can fully contribute and achieve their full potential, and where individual employee contribution is recognised, celebrated, and valued.

2. Statement of Policy

ML Doctors is committed to ensuring equality and diversity in all aspects of employment, including recruitment and promotion, and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination.

(a) It is the policy of ML Doctors to ensure that no job applicant, claimant, or employee receives less favourable treatment on the grounds of sex, race, marriage or civil partnership status, pregnancy and maternity, disability, age, gender or gender reassignment, sexual orientation, ethnic or national origin or religion or belief, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment. ML Doctors oppose all forms of unlawful and unfair discrimination direct or indirect.

(b) The organisation recognises that adhering to the Equality Diversity and Inclusion Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisations and employees´ best interests. ML Doctors recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

(c) ML Doctors commits to ensuring that the application of recruitment, training, and promotion policies to all individuals will be based on job requirements and the individual's ability and merits

(d) All employees of the organisation will be made aware of the provisions of this policy.

(e) This policy will be reviewed on an annual basis.

3. Recruitment & Promotion

(a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marriage or civil partnership status, pregnancy and maternity, disability, age, gender or gender reassignment, sexual orientation, ethnic or national origin or religion or belief.

(b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification, which limits the post to this particular group, in which case this must be clearly stated.

(c) All vacancies will be circulated internally.

(d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

(e) All selection will be thorough, conducted against defined criteria, and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

4. Employment

ML Doctors aim to create an environment free of discrimination, prejudice, bullying, harassment, victimisation, and unlawful discrimination, whilst ensuring that every individual is treated with dignity and respect. This will be applied in a fair and consistent way, in an environment where all behaviours are inclusive, and where inappropriate behaviour is unacceptable and unfair treatment will not be tolerated.

(a) ML Doctors will not discriminate based on of sex, race, marriage or civil partnership status, pregnancy and maternity, disability, age, gender or gender reassignment, sexual orientation, ethnic or national origin or religion or belief, in the allocation of duties between employees employed at any level with comparable job descriptions.

(b) ML Doctors will put in place any reasonable measures and/or adjustments and support within the workplace for those employees who become disabled during employment or for disabled appointees.

(c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

5. Career Development and Training

Central to our equal opportunities in employment policy is that ML Doctors get the best from our employees throughout their careers. ML Doctors will:

(a) Provide the support and training necessary to help employees realise their employment potential.

(b) Encourage employees to discuss their career prospects and training needs with the Managing Director and to apply for jobs, which suit their experience and skills

6.Terms and Conditions of Employment

Fairness in how people are rewarded is fundamental. ML Doctors will:

(a) Ensure terms and conditions, including pay, are fair and equitable, taking account of responsibility, performance, and contribution.
(b) Ensure that the benefits, facilities, and services available to all employees are clearly defined so that people are aware of them.

7. Flexible Working

ML Doctors policy recognises that patterns of work are changing as employees have to balance work and domestic commitments. ML Doctors will:
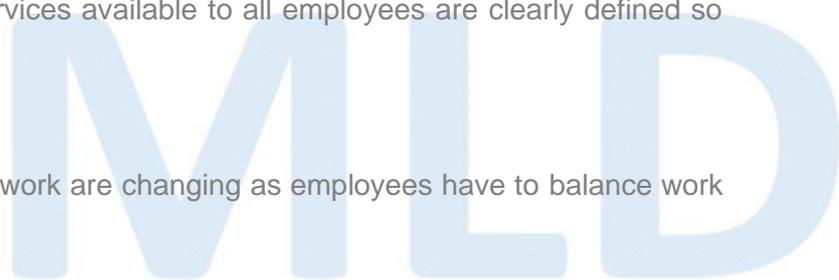
Consider requests for flexible working made under its policies in a way, which fairly balances the needs of the individual and ML Doctors.

ML Doctors will recognise, respect and value difference and diversity.

In partnership with its employees and stakeholders, ML Doctors will work hard to meet its obligations under the relevant anti-discrimination legislation, codes of practice and good practice guidelines.

8. Monitoring

(a) It is the responsibility of the Managing Director to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.

(b) Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria, which exclude or discourage certain employees and, if so, whether these are justifiable.

(c) Breaches of our equality diversity and inclusion policy will be regarded as misconduct and could lead to disciplinary proceedings.

8. Grievances and victimisation

(a) ML Doctors emphasises that discrimination is unacceptable conduct, which may lead to disciplinary action under the organisation's Disciplinary Procedure.

(b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

7.Grievance Procedure

It is important that should any employee feel dissatisfied with any matter relating to this Policy that they have an immediate means of raising such dissatisfaction for resolution. Often informal discussions with the employee's Managing Director will enable the area of dissatisfaction to be resolved. However, the employee may wish for the grievance to be recorded and formally investigated.

All such recorded Grievances, received by the Company, from any employee will be thoroughly investigated and considered in a fair, non-discriminatory manner by a panel of senior members of staff designated with the responsibility for the investigation by the Managing Director.

All employees are provided with a copy of the Company's Equality Diversion and Inclusion Policy during their Induction Training Session. All employees are also advised as to the availability of an employment handbook in which they will find procedures relating to discipline, dismissal and the grievance procedure should they feel that they have been in any way victimised, harassed or discriminated against by the Company or other employees.

The company disciplinary process can be found in the Employee Handbook.

Implementing the policy

In applying this policy, ML Doctors recognises its obligations under relevant employment and equality law and Codes of Practice. However, ML Doctor's policy is not just about legal compliance but goes wider. ML Doctors will be proactive in promoting its commitment to equality and diversity and to being a good employer.

ML Doctors will:

- Communicate and ensure the policy is available to all employees and interested parties.
- Provide appropriate training.
- Allocate clear responsibilities.

Responsibility

The Managing Director has overall responsibility for ensuring the implementation of the Company's Equal Opportunities Policy. Each Director/Manager has responsibility for ensuring successful implementation of the policy within the company and all ML Doctors employees have a responsibility to contribute to its success by ensuring behaviours support the principles laid out in the policy.

ML Doctors will not tolerate acts breaching our policy. Any breaches will be fully investigated and may be subject to ML Doctors disciplinary procedure.

ML Doctors will regularly check its progress by using workforce monitoring and equality performance indicators.

Working Together

ML Doctors is opposed to any form of harassment or bullying on any grounds. ML Doctor's aim is to create an environment where all employees are treated with dignity and respect and to provide a supportive working environment. ML Doctors will:

- Ensure that all employees have access to its comprehensive Policy and Procedure on Harassment and Bullying, its Grievance Procedure and Code of Conduct
- Monitor complaints to check that policy and procedure is working.

All ML Doctors employees have a responsibility to behave in a way that is respectful to other colleagues and to understand that individual views and opinions may vary. Any act of unlawful discrimination, victimisation, bullying or harassment by ML Doctors employees, in the course of their employment (whether against fellow employees, customers or other interested parties) will be dealt with as misconduct under ML Doctors grievance and/or disciplinary procedures, with appropriate action taken. This will include any failure to comply with the terms of this policy. Particularly serious complaints could result in Gross Misconduct which may lead to dismissal without notice. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or interested parties) on social networks and on work related business or events.

Examples of Personal Harassment

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- Insensitive jokes and pranks
- Lewd or abusive comments about appearance
- Lewd email or photographic reference
- Deliberate exclusion from conversation
- Displaying abusive or offensive writing or material
- Unwelcome touching
- Abusive, threatening, or insulting words or behaviour

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

ML Doctors – Equal Opportunities in Service Delivery

Our Commitment

ML Doctors provides a unique and diverse range of services to its customers and are committed to being proactive in providing services fairly and with dignity and respect to all its potential customers and other interested parties, promoting equality, diversity, and inclusion for all.

Assessing the use and impact of our services

ML Doctors will assess the take up of services so it can check that all parts of its community have access to its services. This will help ML Doctors plan services and target our resources effectively.

This policy is fully supported by ML Doctors Senior Management and will be reviewed (annually as a minimum) and monitored as part of the ML Doctors Management Review process to ensure it remains relevant and current.

Belinda Bishop

Managing Director
ML Doctors Ltd