

Statement of policy of equality and diversity in recruitment and opportunity in employment



MJCA is committed to providing equal opportunities in employment, eliminating discrimination and encouraging diversity amongst our workforce.

The purpose of this policy is to provide equality and fairness for all in our employment. It is unlawful to discriminate against individuals either directly or indirectly on grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race (including ethnic origin, colour, nationality, national origin); religion or belief; sex (gender); and sexual orientation.

The policy of MJCA is to affect the role of good employment practices in promoting equality of opportunity for all employees, whether part-time, full-time or temporary, to be treated fairly and that each employee feels respected and able to give of their best. Equality of opportunity to all employees is to help, encourage, develop and realise their full potential to assist in maximising the efficiency of the company. Equality in the workplace is good management practice and makes sound business sense.

This policy will ensure the effective use of human resources in the best interests of the company and the employee by developing the use of employment procedures, practices and policies that are applied impartially and objectively and which eliminate any form of discrimination. The company is committed to create an environment in which individual differences and the contributions of all our staff are recognised and valued.

Positive action is taken in the following areas:

No job applicant or employee will be treated less favourably on the grounds of age; disability; gender reassignment; marriage and civil partnership; Pregnancy and maternity; race (including ethnic origin, colour, nationality, national origin); religion or belief; sex (gender); and sexual orientation

Interview and selection criteria are governed by assessment of each person according to their personal capability of carrying out the prescribed job.

Where appropriate training, development and progression plans are actioned following annual appraisal discussions with employees and are developed by assessing the aptitude and ability of employees to benefit from additional training and affording access to opportunities for promotion in conjunction with the business priorities of the company.

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of victimisation or harassment will be tolerated.

In the event that an employee feels that they are being treated unfairly the company grievance procedure should be followed.

Breaches of our equality policy will be regarded as misconduct and may lead to disciplinary proceedings.

The Managing Director has the overall responsibility for the compliance, monitoring and review of this Statement of Policy.