



MORGAN • CASS

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EQUAL OPPORTUNITIES POLICY

1. General

1.1 Morgan Cass is committed to a policy of equal opportunities for all employees and shall adhere to such a policy at all times and will review on an on-going basis to avoid unlawful or undesirable discrimination. Morgan Cass will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and places an obligation upon all staff to respect and act in accordance with the policy. Morgan Cass is committed to providing training for all it's staff in equal opportunities practice.

2. Sex and Race Discrimination

Unlawful sex or race discrimination occurs in the following circumstances:

2.1. Direct discrimination

Under the Sex Discrimination Act 1975 and the Race Relations Act 1976 direct discrimination occurs where one individual treats another individual less favourably on grounds of their sex or race than he treats or would treat other persons.

2.2. Indirect discrimination

A claim of indirect discrimination arises when an employer applies a requirement or condition generally, but which is such a proportion of persons from one racial group who can comply with it is considerably smaller than the proportion of persons not of that racial group who can comply with it.

Morgan Cass will not discriminate unlawfully when selecting candidates or temporary workers.

3. Disability Discrimination

Under the Disability Discrimination Act 1995, disability discrimination occurs if for a reason which relates to the disabled person's disability an individual:

- treats him less favourably than he treats, or would treat others to whom that reason does not or would not apply, and,
- the employer cannot show that the treatment in question is justified.

Morgan Cass will not discriminate against a disabled job applicant or employee on the grounds of disability -

- in the arrangements i.e. application form, interview and arrangements for selection for determining to whom a job should be offered; or
- in the terms on which employment or engagement of temporary workers is offered; or
- by refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or
- in the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity; or
- by subjecting him or her to any other detriment (detriment will include refusal of training, transfer, demotion, reduction of wage; or harassment).

Morgan Cass will accordingly make career opportunities available to all people with disabilities and every practical effort will be made to provide for the needs of staff.

Wherever possible Morgan Cass will make reasonable adjustments to hallways, passages and doors in order to provide and improve means of access for disabled employees and workers. However, this may not always be feasible.

4. Age Discrimination

Morgan Cass is committed to recruiting and retaining employees whose skills, experience, and attitude are appropriate to the requirements of the various positions regardless of age.

As far as is reasonably possible no age requirements will be stated in any job advertisements on behalf of the company.

Morgan Cass will request age as part of its recruitment process but information will not be used in any detrimental way and is for compilation of personal data, which the company holds on all employees.

5. Complaints and Monitoring Procedures

Morgan Cass has in place procedures for dealing with complaints of discrimination. These are available from Paul Heath and will be made available immediately upon request.

6. Part-time Workers

This Equal Opportunities Policy also covers the treatment of those employees who work on a part-time basis. Morgan Cass recognises that it is an essential part of this policy that part time employees are treated on the same terms 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. Morgan Cass also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

7. Harassment policy

7.1 Morgan Cass is committed to providing a work environment free from unlawful harassment.

Harassment because of race, colour, creed, sex, sexual orientation, marital status, national origin or ancestry, physical or mental disability, age or religion or any other basis protected by legislation is unlawful and will not be tolerated by Morgan Cass.

7.2 This policy prohibits unlawful harassment by any employee of Morgan Cass.

7.3 Examples of prohibited harassment are:-

7.3.1 Verbal or written conduct containing derogatory jokes or comments

7.3.2 Slurs or unwanted sexual advances

7.3.3 Visual conduct such as derogatory or sexually orientated posters

7.3.4 Photographs, cartoons, drawings or gestures

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

7.3.6 Threats and demands 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

7.3.7 Retaliation for having reported or threatened to report harassment.

7.4 If you believe that you have been unlawfully harassed, you should make an immediate report to Paul Heath followed by a written complaint as soon as possible after the incident. Your complaint should include:

- Details of the incident
- The name or names of the individual or individuals involved
- The name or names of any witness or witnesses

7.5 Morgan Cass will undertake a thorough investigation of the allegations. If it is concluded that unlawful harassment has occurred, remedial action will be taken.

7.6 Any employee who Morgan Cass finds to be responsible for unlawful harassment will be subject to the disciplinary procedure and any sanction may include termination. [A person who discriminates or harasses may be liable for payment of damages to the person offended, in addition to any damages payable by Morgan Cass should it have been found to have failed to ensure the practice ceased forthwith. 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.]