Equality and Neurodiversity Inclusion Policy

# Version Control

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| Version | Date | Amended By | Summary of Change | Approved by: |
| 1.0 | January 2014 | J O’Toole | Formatted and reviewed | JOT |
| 1.1 | June 2016` | J O’Toole | No changes required other than Logo change | JOT/SAS |
| 1.2 | July 2019 | S Smith | Grammar Changes | SAS |
| 1.3 | September 2021 | S Smith | Update and Review | M Moore, Legal Counsel |
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# Introduction

MLPC (UK) Limited (MLPC) is an equal opportunities employer. We are committed to ensuring, within the framework of the law, that our workplace is free from unlawful or unfair, direct, or indirect, discrimination on the grounds of sex, disability, marital status, gender reassignment, sexual orientation, age, race, religious belief, ethnic or national origin, or trade union membership or non-membership. We recognise that people have preferences in relation to the world around them. The Equality Act (2010) states that there are nine protected characteristics and that it is unlawful to discriminate against people because of those characteristics.

It is our policy to afford equal treatment to all existing and potential employees and to promote equality of opportunities. We have decided that MLPC should adopt the approach set out below in dealing with discriminatory issues. It is important that all employees recognise discrimination and bring to the attention of management anything that may inadvertently be discriminatory.

Any employee considered to be discriminating against any other person will be dealt with in accordance with MLPC’s disciplinary procedure.

# Definition

1.1 Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perceptive discrimination below), or because they associate with someone who has a protected characteristic (see associative discrimination below).

1.2 Indirect discrimination can occur when you have a condition, rule, policy or even a practice in your company that applies to everyone but particularly disadvantages people who share a protected characteristic.

1.3 Associative discrimination is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

1.4 Perceptive discrimination is direct discrimination against an individual because others think they possess a protected characteristic. It applies even if the person does not actually possess that characteristic.

1.5 Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”.

1.6 Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Opportunities Policy; or because they are suspected of doing so. An employee is not protected from victimisation if they maliciously made or supported an untrue complaint.

# Controls

3.1 Recruitment and selection will be made based on fair and objective criteria. MLPC ‘s selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination. Person and job specifications shall be limited to those elements which are necessary to do the job effectively. MLPC may take positive action if it thinks that employees or job applicants, who share protected characteristic, suffer a disadvantage.

3.2 The needs of job applicants and existing employees who have a disability will be monitored to ensure that, wherever possible, reasonable adjustments are made to enable them to enter or remain in employment with us.

3.3 Microlink is an organisation that understands the effects of disability; it is our core business, and we provide support so that disabled employees and customers can perform to the best of their ability. This means ensuring that they have opportunities to discuss and request Reasonable Adjustments (see separate policy) and that our managers will ensure that any agreed adjustments are put in place promptly.

3.4 Promotion opportunities, training and other employee benefits will be considered without discrimination.

3.5 All employees have a right to equality of opportunity and a duty to ensure that right is given to other employees by implementing this policy. Employees who do not act in accordance with this policy will be deemed to be in breach of their terms and conditions of employment and will be dealt with in accordance with the disciplinary procedure. Anyone who believes that he or she may have been a victim of discrimination or in any way disadvantaged on discriminatory grounds is entitled to raise the matter through MLPC ‘s grievance procedure.

# Rehabilitation of Offenders

4.1 It is MLPC’s policy not to discriminate against anyone who has a spent conviction under the Rehabilitation of Offenders Act 1974. Under that Act it is unlawful to refuse, to engage or to dismiss on the grounds of a spent conviction. A conviction becomes spent after a period that runs from the start of the sentence. It is MLPC’s policy to comply with the Act.

# Equal Pay

5.1 MLPC acknowledges that men and women are entitled to be paid equally without any bias on the grounds of sex and that this right is set out in the Treaty of Rome and is enforceable under UK Law. All reasonable steps will be taken to ensure that male and female staffs receive equal pay for the same work and for work rated as equivalent and for work of equal value.

5.2 MLPC will review existing and future pay policies and structures and continue to monitor the impact of such policies and structures.

# Exceptions

6.1 There are no exceptions.

# Monitoring

7.1 Microlink will review this policy in line with governmental legislation and will review annually.

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