

# Equality Policy (Employer) 2020/21

## Our Equality Promise

We aim to be an equal opportunities employer. We are committed to making sure that all our staff understand the principles of equal opportunities and are willing to put them into practice.



QR code to ACAS website

We aim to encourage diversity amongst our workforce so that it will be truly representative of all sections of society.

We will treat all employees (whether part-time, full-time, permanent or temporary) fairly **and on the basis of their abilities** in all areas of their employment - recruitment, training, promotion, career development, terms of employment, any other benefit and termination of employment.



QR code to protected characteristics

We will make sure that all employees and apprentices have access to the same opportunities.

This is regardless of an individual's gender, race, ethnic origin, disability, age, size, sexual orientation, marriage and civil partnership status, nationality, national origin, caste, colour, religion or belief, political affiliation, social class, gender reassignment, spent or irrelevant convictions, employment status, pregnancy and whether they are on maternity, paternity, adoption, parental or emergency leave or have caring responsibilities.

We believe that equal opportunities are good management practice and makes sound business sense as:

- An equal opportunities approach will encourage all employees to develop their full potential in the salon to the benefit of the company and themselves.
- The salon will have access to the widest labour market and secures the best employees for its needs.



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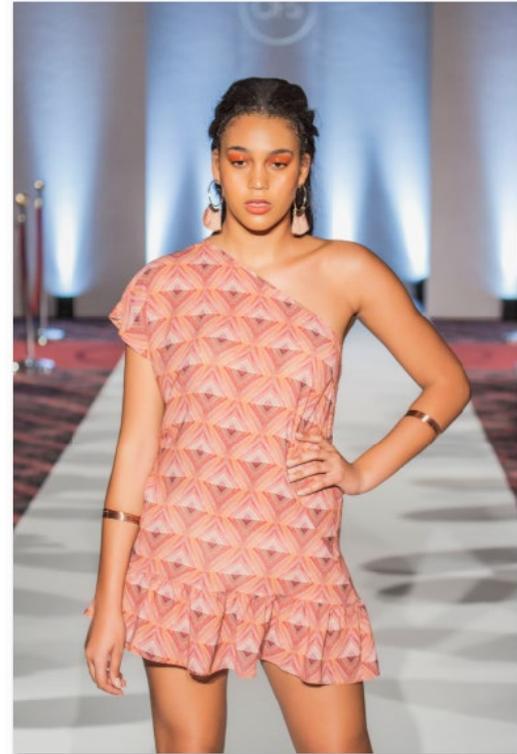
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## Discrimination will not be tolerated

We wish to create a positive and supportive working environment that promotes dignity and respect to all and where individual differences and contributions of all staff are recognised and valued. We will not tolerate any kind of discrimination in the workplace, such as harassment, bullying or victimisation, whether from a learner, a member of staff, a volunteer, a supplier or a client. This applies whether there was any intention to discriminate or not.

In general, discrimination is defined as "less favourable treatment" and occurs when someone is treated differently or given fewer opportunities because of something over which they have no control, often a personal characteristic like their age, size, race, sexuality, disability or just because they are 'different' from the majority.

Harassment and bullying often occur when someone is not treated fairly or with respect and dignity at work.



**Bullying** may be seen as a misuse of power or 'offensive, abusive, intimidating, or insulting behaviour intended to undermine and humiliate'. **Harassment** is any 'unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. Text or images sent or posted on the internet, in emails or text messages ("cyberbullying") can amount to bullying or harassment. **Sexual harassment** is a particularly harmful type of unwanted behaviour that is defined as 'unwanted conduct of a sexual nature that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them'. **Victimisation** happens when someone is treated unfairly because they support a complaint of discrimination.

Any act of discrimination, harassment, bullying or victimisation will be treated very seriously and may lead to disciplinary action.

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**Modern Slavery** - Modern slavery encompasses slavery, human trafficking and forced labour. MJTS has a zero tolerance to any forms of modern slavery. MJTS is committed to acting ethically with integrity and transparency in all business dealings and putting into effect effective systems and controls in place to safeguard against any form of modern slavery taking place within the MJTS business networks. We will monitor and scrutinise applicant and learner data and respond to concerns. We are committed to ensuring that our suppliers of tools and equipment have inclusive and ethical business practices.

### **What if you feel you have been discriminated against?**

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. The salon will not ignore or treat lightly, grievances or complaints of discrimination or harassment, particularly those which are based on race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation or age or from employees who have undergone gender reassignment, are married, are pregnant, have entered into a civil partnership or have a disability.

If you feel that you have been discriminated against in the workplace, you can:

- talk about this in confidence with your line manager (optional). Initially, the employee and line manager should aim to resolve the matter informally. It may be that the action is unwitting and easily resolved.
- If you are dissatisfied with the outcome, your complaint is very serious or your line manager is the cause of the complaint, you should raise the matter in writing as a formal grievance/complaint to the salon owner.
- Apprentices and trainees will inform MJTS Equal Opportunities Officer and Safeguarding Manager, Lesley McCormack on 0161 819 2662.



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**Lesley McCormack - Safeguarding Officer and Prevent Lead;**

[Lesley.mccormack@mj-training.co.uk](mailto:Lesley.mccormack@mj-training.co.uk)

**0161 819 2662**



Discrimination and harassment based on sex, race, disability, religion or belief, sexual orientation, age, gender reassignment, pregnancy and maternity, marriage and civil partnership are against the law. In addition, harassment can be a criminal offence. We will do our best to make sure that we operate within the laws against discrimination, in particular:

- Equality Act 2010
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (Amendment) Order 2005
- Human Rights Act 1998 (Amendment) Order 2005
- Public Interest Disclosure Act 1998 (commencement) order 1999
- Protection from Harassment Act 1997 (commencement No.3) order 1998
- Criminal Justice and Public Order Act 1994 (commencement No.14) order 2007
- Rehabilitation of Offenders Act 1974 (exceptions) order 1975 (amendment) (England and Wales) Order 2016



## How we put equal opportunities into practice

### Implementation

Everyone has a part to play in making equal opportunities work.

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The salon fully supports equal opportunities and are committed to treating employees fairly and with respect. Management has a responsibility to encourage an inclusive and supportive workplace, free from discrimination.



Employees also have a responsibility under this policy to treat everyone at their workplace fairly and with respect. Employees should draw the attention of their line manager to any suspected discriminatory acts or practices or cases of bullying or harassment.

### Vacancy advertising:

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

This policy will be displayed (area of salon):

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Signed Salon Owner/Manager:

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Date:

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