



Metro Rod Ltd Equality & Diversity Policy Statement

Metro Rod Ltd. are committed to a policy of treating all of our employees and job applicants equally. No employee or prospective employee shall receive less favourable treatment on the grounds of race, sex or marital status, nationality, ethnic origin, religion or disability. Neither will any person be disadvantaged by any conditions of employment or Company requirements that cannot be justified as necessary on operational grounds. The company has an equal opportunities policy for two reasons. First, as a business Metro Rod needs to make the best use of its staff and therefore to create an environment in which they can give their best and realise their full potential. Secondly, as a good employer the company also wishes to be fair and just with its staff. Equal opportunities is therefore a matter of the utmost importance.

Application

Equal opportunities is about good employment practices and efficient use of our most valuable asset, our employees. The Company's Equal Opportunities Policy is contained within the Employee Handbook, a copy of which is held by every employee, and is available in each operational unit. All employees have a personal responsibility for the practical application of the Policy and this forms a part of standard induction training for all new employees.

At the same time, the Company acknowledges that specific responsibilities fall upon management, supervisors and individuals involved in recruitment and employee administration. Any instance of doubt about the application of the policy should be addressed to the Business Services Director, as should any requests for special training.

Grievance

Any member of staff may use the Grievance Procedure to complain about discriminatory conduct or harassment. The company is concerned to ensure that staff feel able to raise such grievances and no individuals will be penalised for raising such a grievance unless it is untrue and made in bad faith. If the grievance relates to sexual or racial harassment by the employee's manager, then the employee may go straight to a more senior member of the management team. Alternatively, employees may raise the matter directly with the Business Services Director.

Discipline

Any employee who discriminates against or harasses any other employee on the grounds of race, sex or marital status, nationality, ethnic origin, religion or disability will be subject to the Company's Disciplinary Procedure. Serious cases of sexual and racial harassment will be deemed to constitute gross misconduct and will result in summary dismissal in the absence of mitigating circumstances.

Monitoring

The Company recognises that the policy cannot be effectively implemented without efficient monitoring. The Company therefore monitors all job applicants and the workforce. Selection criteria and procedures will also be regularly reviewed to ensure that the employees and job applicants are only selected, promoted and treated on the basis of their relevant aptitude, skills and abilities.

Equality Act 2010

Code of Practice for Employment and Equal Pay

Stephen Hemsley, Managing Director

August 2017

This policy is maintained by Metro Rod Ltd's SHEQ department and will be publicised throughout the company on noticeboards, internal intranet facilities and made available to external parties on request.