

EQUAL EMPLOYMENT OPPORTUNITY POLICY

1. Policy Statement

Mercurius IT is committed to fostering a workplace that is diverse, inclusive, respectful and free from unlawful discrimination.

We recognise that our people are our greatest asset and that a diverse workforce brings a wealth of perspectives, experiences and ideas that contribute to innovation, collaboration and business success.

As an Equal Opportunity Employer, Mercurius IT is committed to ensuring that all employees, workers, contractors, consultants, applicants and business partners are treated fairly and with dignity and respect.

We are committed to providing equal opportunities in employment and ensuring that no individual is disadvantaged, excluded or treated less favourably on the basis of any protected characteristic or any other factor unrelated to their ability, qualifications, performance or suitability for a role.

Employment decisions will be based on merit, skills, experience, qualifications, performance and business requirements.

2. Our Commitment to Diversity, Equity and Inclusion

At Mercurius IT, we believe that innovation thrives when people with different backgrounds, experiences, perspectives and ideas work together.

We are committed to creating an environment where every individual feels welcomed, respected, valued and empowered to contribute their best work. We seek to cultivate a culture of inclusion where differences are recognised as strengths and where all employees have equitable access to opportunities for growth, development and success.

We expect all employees to contribute positively to an inclusive workplace culture and to treat colleagues, customers, partners, suppliers and other stakeholders with professionalism and respect.

3. Purpose

The purpose of this policy is to:

- Promote equality of opportunity throughout the organisation.
- Support a diverse and inclusive workplace culture.
- Prevent unlawful discrimination, harassment, bullying and victimisation.
- Ensure fair and objective employment practices.
- Comply with applicable employment and equality legislation.
- Encourage a working environment in which all individuals can fulfil their potential.

4. Scope

This policy applies to:

- Employees
- Directors and Officers
- Temporary and agency workers
- Contractors and consultants
- Apprentices and interns
- Job applicants
- Volunteers (where applicable)
- Any individual acting on behalf of Mercurius IT

The policy applies throughout the employment lifecycle, including:

- Recruitment and selection
- Terms and conditions of employment
- Pay and benefits
- Learning and development

- Performance management
- Career progression and promotion
- Flexible working arrangements
- Transfers and secondments
- Disciplinary and grievance procedures
- Redundancy and termination
- Company events, meetings and business travel

5. Equality of Opportunity

Mercurius IT is committed to ensuring that employment decisions are made fairly and without unlawful discrimination.

In accordance with UK legislation, we do not discriminate on the basis of any protected characteristic, including:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race, including colour, nationality and ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

We will also seek to ensure that decisions are not influenced by irrelevant personal factors unrelated to an individual's ability to perform their role.

6. Recruitment and Selection

Mercurius IT is committed to attracting, recruiting and retaining talented individuals from diverse backgrounds.

Recruitment and selection processes will be conducted fairly, consistently and objectively.

We will:

- Advertise vacancies appropriately and inclusively.
- Assess candidates against role-related criteria.
- Select candidates on merit and suitability for the position.
- Avoid unlawful discrimination during recruitment processes.
- Consider reasonable adjustments for applicants with disabilities.
- Promote equal access to employment opportunities.

All hiring decisions will be based solely on legitimate business and role-related considerations.

7. Learning, Development and Career Progression

Mercurius IT is committed to providing equal access to learning, development and career advancement opportunities.

Employees will be supported in developing their skills and capabilities through fair access to:

- Professional development programmes
- Training courses
- Certifications
- Coaching and mentoring opportunities
- Internal vacancies and promotion opportunities

Progression decisions will be based on performance, capability, potential and business needs.

8. Inclusion and Respect in the Workplace

We are committed to maintaining a working environment where everyone is treated with dignity, courtesy and respect.

All employees are expected to:

- Behave professionally and respectfully.
- Value different perspectives and experiences.
- Contribute to an inclusive workplace culture.
- Avoid behaviour that may be discriminatory, offensive, intimidating or exclusionary.
- Support colleagues in creating a positive working environment.

Mercurius IT will not tolerate conduct that undermines these principles.

9. Harassment, Bullying and Victimisation

Mercurius IT has a zero-tolerance approach to harassment, bullying, victimisation and unlawful discrimination.

Such behaviour may occur:

- In person
- Online
- Through email, messaging platforms or social media
- During meetings, events or business travel
- At any work-related activity

Any employee found to have engaged in such behaviour may be subject to disciplinary action, which may include dismissal.

10. Reasonable Adjustments

Mercurius IT is committed to supporting employees and applicants with disabilities and long-term health conditions by considering reasonable adjustments where appropriate.

Reasonable adjustments may include:

- Adaptations to recruitment processes
- Workplace equipment or technology
- Working arrangements
- Communication methods
- Training delivery methods
- Physical workplace accessibility

Requests for adjustments will be considered fairly, sensitively and confidentially.

11. Responsibilities

Leadership Team and Managers

Leaders and managers are responsible for:

- Promoting equality, diversity and inclusion.
- Leading by example.
- Applying policies fairly and consistently.
- Addressing inappropriate behaviour promptly.
- Supporting an inclusive working environment.
- Ensuring employment decisions are objective and evidence-based.

Employees

All employees are responsible for:

- Treating others with respect and professionalism.
- Supporting equality and inclusion initiatives.
- Complying with this policy.

- Raising concerns where inappropriate behaviour is observed or experienced.

12. Raising Concerns

Employees who believe they have experienced, witnessed or become aware of discrimination, harassment, bullying or victimisation are encouraged to raise their concerns promptly.

Concerns may be raised with:

- Their Line Manager
- Human Resources
- A Director or Senior Manager
- Any designated reporting channel established by the organisation

All complaints will be treated seriously, handled sensitively and investigated appropriately.

No individual will suffer retaliation for raising a genuine concern in good faith.

13. Monitoring and Review

Mercurius IT will periodically review its employment practices, policies and procedures to promote equality of opportunity and support continuous improvement in diversity and inclusion.

This policy will be reviewed annually, or sooner where changes in legislation, regulation or business requirements make this necessary.

14. Non-Compliance

Any breach of this policy may result in disciplinary action, up to and including dismissal.

Where unlawful conduct is identified, appropriate action will be taken in accordance with company procedures and applicable legislation.

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