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## 1. [EQUAL OPPORTUNITIES POLICY](#)

### 1.1. [Statement of Policy](#)

#### Introduction

Maun Motors aims to be an equal opportunities employer and undertakes to apply objective criteria to assess merit. It aims to ensure that no job applicant, employee or worker receives less favourable treatment on the grounds of race, colour, national or ethnic origins, sex, marital status, sexuality, disability, "spent convictions" of ex-offenders, class, age, political or religious belief.

Selection criteria and procedure will be reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees will be given equal opportunity and, where appropriate and possible, special training to enable them to progress within the Company.

### 1.2. [Definitions](#)

Direct Discrimination occurs when a person is treated less favourably than others in similar circumstances on the grounds of race, colour, national or ethnic origins, sex, marital status, sexuality, disability, membership or non-membership of trade union, "spent convictions" of ex-offenders, class, age, political or religious belief.

Indirect Discrimination occurs when a condition or requirement is imposed which adversely affects one particular group considerably more than another and cannot be strictly justified in terms of requirements for performing the job.

Harassment is defined as unwanted, unreciprocated and/or uninvited comments, looks, actions, suggestions or physical contact that is found objectionable and offensive and that might threaten an employee's job security, or create an intimidating working environment. Harassment is particularly liable to occur as part of sexual or racial discrimination.

### 1.3. [The Company's Responsibility as an Employer](#)

In order for the Equal Opportunities Policy to be fully effective, the responsibility for ensuring that its terms are adhered to will lie with your Foreman or Manager. It is, however, the responsibility of each Manager and all other supervisory staff to actively promote equality of opportunity within their own programmes and spheres of responsibility.

Disciplinary action may be taken against employees who are found to infringe its Equal Opportunities Policy.

### 1.4. [What the Company expects from its Employees](#)

While the main responsibility for providing equal opportunity lies with the Company, individual employees at all levels have responsibilities too. Employees should not harass, abuse or intimidate other employees on any grounds.

## 1.5. [Harassment](#)

The Company declares itself opposed to harassment in any form. The experience of harassment is acknowledged as a valid ground for a person making complaints under the Grievance Procedure.

Individuals suspected of harassment will be liable to disciplinary action, which may lead to dismissal.

## 1.6. [Equal Opportunities Grievance Procedure](#)

The Company's principal reasons for developing a policy and procedure on equal opportunities and harassment is to establish a separate procedure for handling complaints, including nominating specific managers or other employees to offer confidential advice and support.

Where the grievance is considered to be of a serious personal nature, or against an individual who is part of the grievance procedure, the individual instigating the complaint, who has the right to be accompanied by a colleague or Trade Union Representative, should raise the matter with either Partner.

The employee must be able to demonstrate that they have reasonable grounds for wishing to bypass stages of the procedure in this way.

Each stage of the procedure will be implemented as promptly as is reasonably practicable and shall not be subject to undue or wilful delay.



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## 2. ANTI HARASSMENT POLICY

The Company requires all employees to respect each other and to understand that behaviour that they may find acceptable may not be regarded as such by others.

Harassment (i.e. foisting one's unwelcome attentions on another employee (usually) with sexual intent, victimisation for whatever reason - including a person's age, colour, religion, sexual preference, accent or dialect, disability etc) is entirely unacceptable in terms of the above and will be regarded as gross misconduct. Harassment can take place via words as well as actions, via the telephone and e-mail as well as when face to face.

Managers and Supervisors are required to act and react to all employees (and any other persons with whom they may be in contact) with respect and dignity.

Managers and Supervisors should:

Encourage genuine concerns to be raised rather than be hidden.

Endeavour to eradicate victimisation and/or retaliation.

Make employees aware that under the Criminal Justice Act 1994, harassment was made a criminal offence punishable by a substantial fine and/or a prison sentence of up to six months and under the Protection from Harassment Act 1997 to unlimited fines and imprisonment of up to five years.

### 2.1. Procedure

If an incident is reported the following procedure should be followed:

Make a note of the time, date, place and any other relevant data.

Make a note of any witnesses, or persons in the immediate neighbourhood who may not have witnessed the event but may at least be able to corroborate that the persons involved were at the location at the time stated.

If the person generating the alleged harassment is:

An employee of the same or junior status: the matter should be reported to the superior of the employee suffering the harassment, with an indication of required action.

Senior to, but not the immediate superior of the employee suffering the harassment: the matter should be reported to that immediate superior, with an indication of required action.

The immediate superior of the employee suffering the harassment: the matter should be reported to George Kennedy or Andrew Kennedy with an indication of required action.

Whenever possible, the anonymity of the employee complaining of harassment should be maintained.

The person to whom the complaint is made should record in writing as many details as possible regarding the complaint, including details of any witnesses, etc.

Within no later than five working days and sooner if possible, the person receiving the complaint must report back to the complainant with details of action taken and any resolution achieved. A resume of the action taken and any resolution must be given to the

complainant in writing and a copy held with the notes regarding the complaint. If the solution is satisfactory to the complainant, the matter should end there and the notes of the case be held under confidential control.

If the solution is not satisfactory to the complainant, the matter should be discussed further and an alternative solution attempted to be agreed. This may require the person receiving the complaint to make further investigations and to take the matter to a higher authority.

If the matter is referred to a higher authority (i.e. someone not involved in any way with the matter previously), then the investigation by that person and subsequent decision will be made known to the complainant within five working days. This decision will be binding and conclude the enquiry internally.

If in the course of the investigations at whatever level, it is proved, or it is admitted that harassment did take place, the matter must be referred to the superior of the person responsible for the harassment. Since harassment is regarded as gross misconduct, it is mandatory that the person responsible is given a formal warning: depending upon the seriousness of the act this may also be a final written warning, that is that should it be repeated dismissal could follow. In extreme cases dismissal may be the only solution.

If victim and harasser normally work in close proximity, consideration should be given to relocating one or the other.



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### 3. HIV / AIDS POLICY

In accordance with current recommendations, the Company is committed to ensuring there will be no discrimination against applicants or employees on the grounds that they have AIDS or are HIV positive.

Consideration will be given to making reasonable adjustments to enable continuation at work if required.

If it becomes known that an employee has AIDS the Company will ensure that adequate support is provided and will make reasonable arrangements to enable continuation of work. Employees who are HIV positive or have AIDS are not required to inform the Company, however, if it became known, confidentiality will be maintained. Breaches of this confidentiality will constitute a disciplinary offence.

Any employee whose performance suffers or are absent because of AIDS will be treated in the same way as individuals with any other serious illness.

Employees will not be dismissed because they have AIDS or re-deployed to alternative employment unless they request it or medical advice states that this is in the employee's best interests.

Any acts of discrimination on the grounds of AIDS or HIV status must be reported to either Partner.



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#### 4. DISABILITY DISCRIMINATION POLICY

In line with the Disability Discrimination Act 1995 it is Company policy not to discriminate against disabled persons whether in, or applying for, employment. To achieve this policy the following procedures must be applied:

Job advertisements will provide equal opportunity to all applicants and will not discriminate in any way.

Disabled applicants for employment will not be considered less favourably than those without disabilities, except where there is a substantial reason preventing employment.

Consideration will be given to making reasonable adjustments, where practicable, to the workplace and methods of working to accommodate disabled applicants.

Appointments of disabled people will be made on the same terms and conditions as other comparable employees without disabilities.

Any acts of discrimination on the grounds of disability should be reported to either Partner.

Allegations of discrimination on the grounds of disability will be investigated and disciplinary action will be taken against anyone found to have acted in any way, which is in breach of this policy.



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## 5. SEXUAL HARASSMENT

Unwanted / unwelcome sexual advances or promises / threats related to sexual activities will be considered as a serious offence under the disciplinary procedure. Such conduct includes both physical action and verbal comment of a sexual nature, independent of gender. The appropriate penalty for such an offence will be either a final written warning or dismissal.

Any such incidents should normally be reported to the appropriate Manager as listed in the Grievance Procedure.

Where the grievance is considered to be of a serious personal nature, or against an individual who is part of the grievance procedure, the employee instigating the complaint should raise the matter with either Partner.

The employee must be able to demonstrate that they have reasonable grounds for wishing to bypass stages of the procedure in this way.

Each stage of the procedure will be implemented as promptly as is reasonably practicable and shall not be subject to undue or wilful delay.

Any allegation of harassment will be dealt with seriously and confidentially and employees making such an allegation will be protected against victimisation.



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## 6. GENERAL RULES

### 6.1. Disciplinary Procedure

#### Aim

The Company requires rules and procedures to be complied with to ensure a good relationship between employees and their Managers. It is hoped that there will be no need to use the disciplinary procedure. However, should such action be deemed necessary, the procedure laid down below should allow all relevant issues to be fairly dealt with. Disciplinary action is initially at the discretion of the individual's immediate Manager.

Disciplinary action taken against employees for matters concerning performance, behaviour or absence, etc., will normally follow the procedure detailed below:

#### Verbal Warning

The employee will be interviewed by their immediate Supervisor/Manager and given an opportunity to explain their case.

The employee will be given advice and help if possible and if a disciplinary warning is deemed to be necessary, an oral warning will be given and a record of this will be kept on the individual's personal file and will not be considered spent until 6 months has elapsed.

This warning will detail the reason, the expected improvements, the timescale within which the improvement should occur and the consequences of failure to improve (and the names of the persons present during the meeting).

#### First Written Warning

The employee will be interviewed by the Manager concerned and given an opportunity to explain their case.

If a disciplinary warning is deemed to be necessary, a First Written Warning will be given and a record of this will be kept on the individual's personal file and will not be considered spent until 6 months has elapsed.

This warning will detail the reason, the expected improvements, the timescale within which the improvement should occur and the consequences of failure to improve (and the names of the persons present during the meeting).

#### Final Written Warning

The employee will be interviewed by the Manager concerned and given an opportunity to explain their case.

If a disciplinary warning is deemed to be necessary, a Final Written Warning will be given and a record of this will be kept on the individual's personal file and will not be considered spent until 6 months has elapsed.

This warning will detail the reason, the expected improvements, the timescale within which the improvement should occur and the consequences of failure to improve (and the names of the persons present during the meeting).

The warning will also confirm that further breaches of discipline may lead to termination of employment.

#### Dismissal

The employee will be interviewed by the Manager concerned and given an opportunity to explain their case.

If further disciplinary action is deemed to be necessary notice of termination of employment may be served on the employee.

## 6.2. [Examples of Misconduct and Gross Misconduct](#)

### Misconduct

Misuse of the Company's E-Mail, Internet or internal mailing facilities  
Persistent absenteeism or lateness  
Poor effort or sub-standard work  
Absence without authorisation  
Failure to follow absence-reporting procedures  
Non-serious failure to comply with health and safety requirements  
Misuse of Company equipment  
Failure to comply with a reasonable management instruction  
Incapacity through drink or drugs  
Sleeping on the premises  
Foul or abusive language  
Abusive, objectionable or insulting behaviour  
Disorderly conduct  
Wilful or excessive wastage of Company time or materials  
Damage to plant, equipment or material caused by carelessness  
Misrepresentation of fact – lying

### Gross Misconduct

Serious misuse of the Company's E-Mail, Internet or internal mailing facilities  
Theft of others' possessions whether belonging to the Company, employees, visitors or customers  
Fraud, bribery or falsification of records, including non-declaration of impairments at time of employment.  
Fighting/Physical Assault  
Gross immorality or indecent behaviour  
Malicious damage to Company property  
Supplying/Possessing and/or taking illegal drugs and/or alcohol on Company premises  
Smoking in prohibited areas  
Serious cases of non-compliance with health and safety instructions  
Harassment or discrimination of any kind  
Refusal to carry out reasonable management instructions  
Unauthorised release of Company/commercially sensitive information  
Undertaking private work on Company premises without prior authorisation  
Negligence or neglect of duty resulting in any loss, which might expose the Company to a serious claim  
The unauthorised release of technical, commercial, financial or other information, which could lead to a competitor gaining commercial advantage  
Solicitation and/or acceptance of money, gifts, services or other inducements for personal gain or the gain of family or friends

Both lists identified above are not intended to be exhaustive or restrictive. Other issues not previously identified may also be considered as warranting disciplinary action being taken.

In the case of gross misconduct employees will be summarily dismissed without notice and without the necessity of issuing warnings as detailed above.

### 6.3. General

Forward notice, of no less than 24 hours, will be given of any Disciplinary Hearing. The issues and agenda for such proceedings will be provided in writing. Evidence and statements, which are to be relied upon, will be provided prior to the proceedings.

Disciplinary action will not be taken until the case has been carefully investigated.

The outcome will be notified in writing to you plus any action required.

The Company reserves the right to use or omit any step in the procedure should it consider it appropriate and also reserves the right to have a flexible yet fair standard of disciplining employees if required.

The Company reserves the right to suspend any employee with pay, normally for up to five working days to investigate an incident at any stage of the procedure, and without pay as a disciplinary measure as an alternative to dismissal, but at the Company's discretion.

Employees have the right to be accompanied by a fellow employee or Representative of their choice at any formal disciplinary/dismissal meeting. Employees, with one or more years' service have the right to appeal against any disciplinary/dismissal decision being made by the Company. Any appeal should be put in writing within two days of confirmation of the disciplinary action and submitted to the appropriate Partner. Appeals should normally be submitted to a level of Management senior to that which carried out the original disciplinary/dismissal decision.

### 6.4. Grievance Procedure

#### Aim

It is clearly in the interest of management and all employees to have a procedure, which is capable of and is used to resolve all issues arising between employees and management as quickly as possible.

#### Redress

If you have a grievance relating to your employment you should follow the steps listed below.

In the first instance you should raise the matter with your immediate Supervisor/Foreman who will try to resolve the issue in question.

If you are not satisfied with the answer(s) given, you should raise the matter with the Manager, via your immediate Supervisor/Foreman.

At any step during the Grievance Procedure you have the right to be accompanied by a fellow employee or Representative of your choice.

If the matter is not satisfactorily resolved within 5 working days then you have the right to refer the matter to the next level of Management.

#### Good Conduct

The following general rules apply within the Company:

You are expected to be punctual at your place of work.

You are not allowed to take materials or Company tools off the Company premises unless you have prior Management approval in writing.

The consumption of intoxicating liquor (without prior approval of the Management), or the taking of non-medically prescribed drugs or substances of abuse on the Company's premises is not permitted. If you are considered to be under the influence of drink or non-medically prescribed illegal drugs or substances of abuse, you will be suspended from work without pay and will be subject to disciplinary action.

You are expected to keep private telephone calls and multi-media/text messages to a minimum and such calls and messages should only be for matters of urgency. This applies to both incoming and outgoing calls, and outgoing calls on company phones must have prior Management approval.

If you operate radios or portable cassettes, tape recorders or any other form of audio device, the volume controls must be kept to an acceptable level, so that the noise level does not annoy or disturb others working within the vicinity.

Owing to the nature of your work, you are expected to dress in a neat and businesslike manner in order to maintain the professional image of the Company. The Company does have a 'dress down' policy; however, jeans, collarless t-shirts and trainers are not encouraged, and discretion is necessary especially for customer / prospect facing personnel. If your particular job requires any special PPE, (For instance overalls.), this must be worn at all times, for your own safety.

Employees are required to notify their Manager of any change in their personal details or circumstances.