

# MANILVA | CONTRACTS

## EQUAL OPPORTUNITIES POLICY AND GUIDANCE PROCEDURE – MANILVA CONTRACTS LTD

1. Manilva Contracts Ltd. is an equal opportunities employer. The purpose of this policy is to ensure equality and fairness for all job applicants and employees and not to discriminate on age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation or any other protected category. We oppose all forms of unlawful and unfair discrimination.
2. The company is committed to eliminating discrimination and supporting diversity throughout our workplaces. Our aim is to ensure that our workforce is truly representative of all sections of society and that each employee feels respected and able to give of his or her best. All employees, whether full or part-time, contracted for a fixed term or a temporary period, will be treated fairly and with respect.
3. Selection for employment, promotion, training or any other benefit will be on the basis of ability and competence in relation to the role or opportunity in question. Employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce should be fully utilised to maximise the efficiency of the organisation.
4. Employees have a responsibility to be familiar with the provisions of this policy and are expected to adhere to it at all times. This applies to all the Company's employees and workers insofar as they are expected to act on behalf of the company.

### Manilva Contracts's commitment

- To create an environment in which individual differences and the contributions of all employees are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities will be available to all permanent staff.
- Equality in the workplace is good management practice and makes sound business sense.
- All Manilva Contracts's employment practices and procedures will be reviewed regularly to ensure fairness.
- Breaches of Manilva Contracts's Equality and Diversity Policy will be regarded as misconduct and may lead to disciplinary proceedings.
- Employees are responsible for implementing this policy and for applying it during their day to day duties.



## Recruitment

5. The company will advertise appropriate vacancies as widely as possible and encourage applications from women, ethnic minorities and people with disabilities.
6. Specifications for posts shall include only requirements that are necessary and justifiable for the effective performance of the job. Standards of English, education or qualifications higher than a job requires will not be an essential condition for employment. Equivalent overseas qualifications will be acceptable.
7. Any selection test will cover only matters relevant to the tasks being performed.
8. All applicants will be treated equally for the purposes of short listing and interviewing. All interviews shall be thorough, conducted on an objective basis and shall only deal with the applicant's suitability for the job and ability to fulfil the job requirements. Personal or home commitments will not form the basis of employment decisions except where absolutely necessary, for example where requested by the individual.
9. Wherever possible, reasonable adjustments will be made to allow people with disabilities to enter into employment.

## Promotion, Training and Development

10. Manilva Contracts will not discriminate in respect of promotion and the provision of training courses. Appropriate opportunity for promotion and training will be open equally to all employees.

## Terms of Employment

11. The company will ensure that its conditions of employment do not discriminate against any group of employees and are applied consistently to employees who satisfy the conditions of eligibility. Specific attention is given to ensuring equal pay for jobs of the similar or broadly similar value.
12. Consideration will be given to working arrangements where appropriate to ensure that no employee is disadvantaged by way of personal circumstances or cultural background.
13. Employees who are disabled, or become disabled in the course of their employment, should inform the Office Manager or the site Contracts Manager as applicable. They may also wish to advise the company of any reasonable adjustments to their employment or working conditions that they consider necessary, or which they consider would assist them in the performance of their duties. If an existing employee becomes disabled every effort will be made to find him or her appropriate work.

## Discipline

14. Any employee, who discriminates against or harasses another employee, potential employee, or any other individual during the course of his or her employment, on the grounds of age, disability, race, gender reassignment, marriage and civil partnership status, pregnancy and



maternity, religion or belief, sex or sexual orientation or any other protected characteristic will be subject to disciplinary action. In serious cases such behaviour may be deemed to constitute gross misconduct and as such, may result in summary dismissal.

15. Disciplinary and poor performance procedures will be carried out fairly and uniformly. If appropriate, reasonable adjustments will be made for employees with a disability in implementing these procedures.

### Grievances

16. Any employee who believes he or she has received less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation is asked to use the Company's Grievance Procedure in the first instance.
17. The Company will ensure that any employee making a complaint of unfair discrimination will be protected from victimisation.

*Steve Falzon*

Signed.....  
Steve Falzon  
Managing Director

Dated.....16<sup>th</sup> March 2026.....

