

# Equal Opportunities Policy

1st January 2024

Manny & Me is committed to promoting equal opportunities and creating an inclusive environment for all employees, candidates, and clients. We believe in treating everyone with dignity and respect, regardless of age, disability, gender, gender identity, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sexual orientation, or any other characteristic protected by law.

Our Commitment:

Recruitment and Selection:

- We will ensure our recruitment and selection processes are free from discrimination, bias, and unfair treatment.
- All job applicants will be treated fairly and solely based on their skills, qualifications, and experience relevant to the position.

Training and Development:

- We are committed to providing all employees equal opportunities for training and development, ensuring that everyone has access to opportunities for career growth and progression.
- Training programs will be designed to enhance skills and knowledge, fostering an environment of continuous learning.

Promotion:

- All promotion decisions will be based on merit, ensuring a fair and transparent process that considers skills, experience, and performance.
- Opportunities for career advancement will be open to all employees, irrespective of any protected characteristic.

Working Environment:

- We will create a working environment that is free from discrimination, harassment, and victimisation.
- Reasonable adjustments will be made to accommodate the needs of employees with disabilities, ensuring they have equal access to the workplace.

Flexible Working:

- We will consider and accommodate requests for flexible working arrangements, providing employees with the opportunity to balance work and personal responsibilities.

Equal Pay:

- Equal pay for work of equal value will be maintained, ensuring that there is no discrimination in terms of salary or benefits based on any protected characteristic.

Monitoring and Review:

- We will regularly review our policies and practices to ensure they remain effective in promoting equal opportunities.
- Monitoring mechanisms will be in place to identify and address any potential discrimination-related issues.

Communication:

- We will communicate our commitment to equal opportunities to all employees, clients, and candidates, fostering a culture of diversity and inclusion.

Reporting Discrimination:

We encourage all employees to report any incidents of discrimination promptly. Reports will be treated confidentially, and appropriate action will be taken to address and rectify the situation. This Equal Opportunities Policy is an integral part of our commitment to creating an inclusive and diverse workplace. We expect all employees, clients, and candidates to support and adhere to these principles.

Signed:



James McCrossen  
Director  
1st January 2024