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1. INTRODUCTION

The aim of this policy is to ensure that no employee or job applicant is treated less fairly because of their belief, colour, race, age, religion, nationality, ethnic or national origin, sex, sexual orientation, gender, disability, marital status, or other conditions not justified in law or relevant to the performance of the job.

2. OBJECTIVES

Marches Biogas recognises the importance of securing the co-operation of personnel and will annually review the implementation and further development of this policy. Marches Biogas is an equal opportunities employer and abides by the Equality Act 2010 for all recruitment activities.

Action under Marches Biogas's disciplinary procedure will be taken against any employee who is found to have committed an act of discrimination, harassment, or intimidation. Serious breaches of any policy that promote workplace equality will be treated as gross misconduct and could render an employee liable to dismissal. Discriminatory acts or practices should be drawn to the attention of Marches Biogas Directors and Senior Managers.

Marches Biogas will not tolerate any act of victimisation or retaliation against an employee / sub-contractor who has made allegations or complaints of sex or racial discrimination, or discrimination on the grounds of age, disability, or sexual orientation, or provided information about such discrimination. Such behaviour will be treated as gross misconduct in accordance with the disciplinary procedure. Marches Biogas expects all employees to respect colleagues who suffer such treatment and are making a complaint.

3. RESPONSIBILITIES

Company Responsibilities

- The Directors have overall responsibility for ensuring that workplace equality is understood and implemented at all levels within Marches Biogas. This will be monitored by the Directors to ensure that the policy is being followed.
- As detailed in **MBMD-003-Roles and Responsibilities Matrix** the Directors are responsible for the implementation of the equality in the workplace policy.

4. ARRANGEMENTS

Employment Practices

Marches Biogas will continue to operate the recruitment and selection process, personnel procedures, and training provision in order to eliminate direct and indirect discrimination and the provision of equality of opportunity.

There will be regular reviews to maintain good employment practices and those engaged in employment practices will be made aware of the Equality in the Workplace Policy, the Acts, and their personal liability in law.

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Sources of Recruitment / Advertising

The recruitment process will result in the selection of the most suitable person for the job in respect of experience and qualifications.

Recruitment publicity will positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies and in order to attract applications from all sections of the community, Marches Biogas will, as far as reasonably practicable:

- Ensure advertisements are not confined to specific publications that would exclude or disproportionately reduce the numbers of applicants of a particular gender, racial group, or age.
- Avoid prescribing any unnecessary requirements, which would exclude a higher proportion of a particular gender, racial group, or age.
- Avoid prescribing any requirements as to marital status.
- We will not recruit new employees solely on the recommendation of an existing employee.
- If we consider it necessary to set age limits as a matter of our general recruitment policy or as a criterion of any specific job, the reason for this will be justifiable and non-discriminatory.

Selection Methods

The selection process will be carried out consistently for all jobs at all levels. Marches Biogas will ensure that the Equality in the Workplace Policy is available to all employees and in particular is given to all personnel with responsibility for recruitment, selection, and promotion. The selection of new personnel will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

Selection Tests

When selection tests are used these will be limited to questions relating to the particular job and / or career requirements. The tests will measure the individual's actual or inherent ability to do or to train for the role offered. Therefore, questions or exercises on matters which may be unfamiliar to racial minority applicants or applicants of a particular sex will not be included in the tests if they are unrelated to the requirements of the particular job. Any tests that are used will be reviewed annually in order to ensure that they remain relevant and free from any unjustifiable bias, either in content or in the scoring mechanism.

Applications and Interviewing

All applications will be processed in the same way. The personnel responsible for short-listing, interviewing, or selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.

All applicants will be interviewed by at least two people. All questions that are put to the applicants will relate to the requirements of the job.

In some instances, it may be necessary to assess whether personal circumstances will affect the performance of the job. This will be discussed objectively, without biased questions based on assumptions about race, religion or belief, sex, age, national origin, disability, sexual orientation,

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marital status, children, and domestic obligations or indeed if they are pregnant. However, for some roles within the business, it may be required to ask candidates about their physical ability to carry out the role they have applied for. This is because some roles within Marches Biogas are very physically demanding.

Training, Transfer and Promotion

Marches Biogas will take such measures as may be necessary to ensure the proper training, supervision, and instruction for all Managers in order to familiarise them with Marches Biogas's policy on Equality in the Workplace. This is in order to help Managers as well as employees, identify discriminatory acts or practices and to ensure that they promote equal opportunity within the departments for which they are responsible.

Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked annually in order to assess how it is working in practice as well as having the system reviewed annually to ensure that there is no unlawful indirect discrimination.

Where general ability and personal quality are the main requirements for promotion to a post, care will be taken to consider the best candidate for the role regardless of their age, gender, religious beliefs, etc.

Terms of Employment, Benefits, Facilities, and Services

All terms of employment, benefits, facilities, and service will be reviewed annually in order to ensure that there is no unlawful discrimination on the grounds of race, gender or marriage or any discrimination based on age, disability, or sexual orientation.

Visitors

Marches Biogas will ensure, as far as is reasonably practicable, that all its services and facilities are accessible to people with mobility disabilities, hearing, sight, or learning difficulties. Visitors will be made aware of any site restrictions prior to arriving at the site with efforts being made to highlight this where possible.

Grievances and Complaints

All allegations of discrimination will be dealt with seriously, confidentially, and promptly. Marches Biogas will not ignore or treat lightly any grievances or complaints from employees.

REFERENCE DOCUMENTS

- **MBMD-003-Roles and Responsibilities Matrix**

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