

# Miter Equal Opportunities Policy

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## A) Statement of Policy

Miter recognises that discrimination is unacceptable and equality of opportunity is a fundamental principle of our employment practices. Breaches of this policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

Miter will ensure that no job applicant, employee, or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Miter is committed to creating and maintaining a neutral, inclusive working environment in which no employee or worker feels under threat, intimidated, or disadvantaged.

This policy applies to all employees, job applicants, contractors, agency workers, and any third parties working with Miter.

## B) Legal Compliance

This policy complies with the Equality Act 2010 and other relevant legislation. It will be reviewed regularly to ensure compliance with any changes in law or best practice.

## C) Responsibilities

MD: Ensure implementation, monitoring, and adherence to this policy, provide guidance, training and handle complaints confidentially.

Employees: Treat colleagues fairly and report any concerns promptly.

## D) Recruitment and Selection

The recruitment and selection process is crucial to equal opportunities.

Employees making selection decisions will receive appropriate training to avoid discrimination, whether conscious or unconscious.

Promotion and advancement will be based on merit within the framework of this policy.

Miter will adopt a consistent, non-discriminatory approach to advertising vacancies.

All applicants will receive fair treatment and be considered solely on their ability to perform the job.

Selection criteria will be periodically reviewed to ensure they relate to job requirements and do not unlawfully discriminate.

Shortlisting and interviewing will be carried out by more than one person where possible.

Interview questions will relate to job requirements and will not be discriminatory.

Miter will make reasonable adjustments for applicants who require assistance, except where personal completion of forms is a valid job requirement.

Selection decisions will not be influenced by perceived prejudices of other staff.

#### **E) Training and Awareness**

All employees will receive training on equality, diversity, and unconscious bias.

New employees will be introduced to this policy during induction.

#### **F) Monitoring and Review**

Miter will monitor compliance through audits and diversity metrics.

This policy will be reviewed annually or sooner if legislation changes.

#### **G) Complaints and Grievance Procedure**

Employees who believe they have been discriminated against should report concerns to the MD.

Complaints will be handled promptly, confidentially, and without victimisation.

#### **H) Reasonable Adjustments**

Miter will provide reasonable adjustments for employees with disabilities or special needs to ensure equal access to employment and progression.

### I) Positive Action

Where legally permissible, Miter may take steps to encourage applications from underrepresented groups.

### J) Harassment and Bullying

Harassment or bullying related to protected characteristics will not be tolerated.

Employees should refer to the Anti-Harassment Policy for further details.

### K) Data Protection

Any diversity data collected will be stored securely and used only for monitoring purposes in compliance with GDPR.

### L) Pay Equity

Miter is committed to ensuring fair and equitable pay practices across all roles and levels within the organisation.

Pay decisions will be based on objective factors such as skills, experience, responsibilities, and performance, and will never be influenced by protected characteristics (e.g., gender, race, age, disability).

Regular pay audits will be conducted to identify and address any disparities.

Employees have the right to raise concerns about pay equity through the grievance procedure without fear of retaliation.

Miter will comply with all relevant legislation regarding pay transparency and equal pay for equal work.

Signed:



Date: 12.10.25