

Mandolay Hotel and Events Venue

Equality, Diversity, and Inclusion Policy

We, as a team have a shared determination to provide a safe, welcoming, and inclusive environment for every person that connects with our business, in any capacity, regardless of age, gender, ability, ethnicity, race or religion.

This document serves as a strict guideline for our recruitment and personnel policies and forms an important part of our overall Corporate Social Responsibility and Sustainability Programmes and Initiatives.

Mandolay is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

Mandolay, in providing goods and services is also committed against unlawful discrimination towards customers or the public.

The Purpose of this Policy

1. To provide a guide for all stakeholders in our business regarding our commitment to Equality, Fairness and Respect for all in our employment, whether temporary, part-time, or full-time.
2. To ensure no unlawful or unethical discrimination against protected characteristics, as described in the Equality Act 2010
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation

3. To oppose and avoid all forms of unlawful, and unethical discrimination, including:

- pay and benefits.
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents.
- requests for flexible working
- selection for employment, promotion, training, or other developmental opportunities

Our Commitment

Mandalay commits to:

- 1.** Encouraging equality, diversity, and inclusion in the workplace as they are good practice and make sound business sense.
- 2.** Creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

- 3.** Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997, which is not limited to circumstances where harassment relates to a protected characteristic is a criminal offence.

4. Providing appropriate opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Making decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act 2010).

6. Reviewing employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them bi-annually, and considering and taking appropriate action to address any issues.

Agreement to follow this policy

The Equality, Diversity and Inclusion policy is fully supported by senior management and has been agreed with employee representatives.

Our disciplinary and grievance procedures

Details of our grievance and disciplinary policies and procedures can be found in our Staff Handbook, freely available to all staff in electronic and hard copy formats.

Use of the Mandolay grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of any alleged discrimination.

November 2023