

## Equality Policy

### Introduction

Megaflatables Limited is committed to ensuring the talent and skills of all individuals in its workforce are maximised and achieves this through policies, procedures and management practices that are consistently and equitably applied.

The Equality Policy intends to prevent all forms of unfair behaviour, whether or not such behaviour is lawful.

Megaflatables is committed to ensuring that all individuals are treated fairly and are valued irrespective of disability, race, gender, gender reassignment, marital or civil partnership status, age, sexual preference, nationality, religion, political beliefs or health status.

***Megaflatables will not tolerate discriminatory behaviour.***

### Aim and objective

The aim of the Equality Policy is to stop all forms of discriminatory behaviour to promote a working environment where success is based on capability, performance, experience and skills.

It should be noted that Megaflatables is as equally committed to ensuring it does not discriminate against its clients and customers as it is in ensuring a fair working environment. Megaflatables expects all employees to treat all clients and potential clients with respect and dignity and will not tolerate any form of discrimination.

### Scope

This policy applies to all employees and contractors of Megaflatables Ltd whether temporary or permanent.

### 1. Types of discrimination

Discrimination can take a number of different forms:

TERM	DEFINITION
Direct discrimination	This is when a person is treated less favourably than someone else is, has been or would be in a comparable situation.
Discrimination by association	This is a situation where a person is discriminated against because of their association with another person.
Discrimination by perception	This is discrimination against an individual because it is believed that they possess a protected characteristic. This applies even if the person does not possess that characteristic.
Indirect discrimination	Indirect discrimination relates to policies, practices and employment conditions that exist within an organisation. The policy, practice or condition may not overtly discriminate against a group of individuals but by their nature they are less favourable to certain groups.
Harassment	This is unsolicited words or conduct which tend to annoy, alarm or abuse another person.

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All of the above types of discrimination are covered by this policy.

### 2. Responsibilities

#### 2.1. The Company

The Company has the following responsibilities under this policy:

- To ensure that recruitment and employment practices are non-discriminatory.
- To make reasonable adjustments in the workplace to facilitate the employment of a diverse workforce.
- To ensure that any complaint of discrimination is investigated fully and in a timely manner and that remedial action is taken where necessary.
- To ensure that the workforce is fully aware of the company's zero-tolerance policy relating to discrimination.

#### 2.2. Employees

Employees have a responsibility to:

- Ensure all employees and people associated with the Company are treated in a non-discriminatory way.
- Challenge any behaviour that could be interpreted as discriminatory.
- Encourage employees to maximise their contribution to the business.
- Understand what is expected of them in terms of performance, the standards they seek to achieve, behaviour and conduct towards others.

#### 2.3. Managers

Managers have an additional responsibility to:

- Ensure systems and procedures used do not discriminate.
- Set a positive example in everything they do.
- Listen to and respect others, do not dismiss their problems as "trivial" or not related to work.
- Stop discriminatory speculations and rumours as soon as they become aware of them.
- Observe people and stop inappropriate behaviour immediately.

### 3. Monitoring

The Management team will consistently monitor and review this policy in order to ensure its objectives are met and that potential barriers to equal opportunities are identified to prevent discrimination. Any employees that are found to be in breach of this policy, will be subject to disciplinary procedures.

### 4. Dealing with Complaints

The Company would encourage any employee who finds him or herself the victim of discrimination to have the confidence to bring the matter to the attention of their Manager. The Company is committed to ensuring discrimination does not happen in the workplace and will do everything in its power to ensure that complaints of this kind are investigated quickly and sensitively to ensure such behaviour is neither accepted nor condoned and proper steps are taken to prevent further occurrences.