

HUMAN RESOURCE LEGISLATION POLICY

The aim of this policy is to communicate the commitment of the Management team of Met SYSTEMS Ltd to the promotion of equality of opportunity and anti slavery in the company.

Equal Opportunities

It is our policy to provide employment equality to all, irrespective of:

- Gender
- Marital Status
- Having or not having dependants
- Religious belief or political opinion
- Race
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All employees (meaning employees, contractors, sub-contractors, job applicants, trainees and anyone else working directly or indirectly for the company) will be treated fairly and will not be discriminated against on any of the above grounds. Decisions regarding recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Met SYSTEMS recognises that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

Equality Commitments

We are committed to:

- Promoting equality of opportunity for all persons.
- Promoting a good and harmonious working environment in which all persons are treated with respect.
- Ensuring that successful job applicants are appointed according to their experience and qualifications making them the best person for the job.
- Promoting Met SYSTEMS policies to companies with which we do business.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking lawful affirmative or positive action, where appropriate.
- Regarding all breaches of equal opportunities policy as misconduct which will be investigated and could lead to disciplinary action as deemed necessary.

Implementation

The Director of Met SYSTEMS Ltd has specific responsibility for the effective implementation of this policy. Each employee is expected to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy, we shall:

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques.
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with Met SYSTEMS Ltd.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

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Met SYSTEMS

Monitoring and reviewing

The effectiveness of the Met SYSTEMS Equal Opportunities Policy will be reviewed annually and action taken as necessary to update it.

Complaints

Met SYSTEMS employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter formally with the Director. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

- The Gender Recognition Act 2004
- The Sex Discrimination Act 1975 (Amendment - Regulations 2008)
- Sex Discrimination Act 1986
- Employment Act 1989
- Equality Act 2006
- Disability Discrimination Act 2005
- Race Relations (Amendment) Act 2000
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equal Pay Act 1970 (Amendment) Regulations 2003

Employees wishing to make a complaint to a tribunal will be required to first raise their complaint as an internal grievance first.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint will be dealt with seriously, promptly and confidentially by Met SYSTEMS Ltd. Victimisation will result in disciplinary action and could warrant dismissal.

Anti Slavery

The company undertakes relevant due diligence at the time of engagement as part of its induction process to ensure that workers are eligible to work in the UK. The company declares that it does not, nor will engage in slavery, servitude, or forced or compulsory labour amongst its staff, employees or sub-contractors.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following legislation:

- Modern Slavery Act 2015

James Childs
Director
10th January 2019