

EQUALITY AND DIVERSITY POLICY

PURPOSE OF THIS POLICY

Magic Man recognises that in the operation of its business, high standards of integrity must be maintained by adopting good working practices that ensure that the business operates lawfully and that employees and third parties who have contact with Magic Man are treated fairly and respectfully.

GUIDING PRINCIPLES

Magic Man aims to ensure that no job applicant, employee, agency worker, contractor working on our premises, or any person who uses our services receives less favourable treatment on the protected characteristics, as defined by the Equality Act 2010 of sex, marriage and civil partnership, disability, age, race, religion or belief, sexual orientation, gender reassignment and pregnancy and maternity or is disadvantaged by any condition or requirement that cannot be shown to be justifiable.

Magic Man believes that it can best achieve a commitment to excellence in member service with a workforce that values and reflects the diverse society in which it operates. The Management Team and all employees have a shared responsibility to ensure that these aims are met. Magic Man will ensure that all employees receive sufficient information and training to understand the importance of promoting the principles of fully-inclusive working practices.

RECRUITMENT AND SELECTION

For each vacancy, a job description and person specification will be prepared and checked to ensure that the criteria used is job-related, clear, relevant, and justifiable. Vacancies will be advertised internally and externally using advertising media that will reach all sections of society.

Where recruitment agencies are appointed to act on behalf of Magic Man, they will be made aware of Magic Man's diversity policy.

Wherever possible, two people will be involved in the recruitment, selection and interview procedures. Individuals will be selected and promoted on the basis of merit and ability alone. Reasons for selection and rejection of applicants for vacancies will be recorded. Records will be kept in accordance with current data protection legislation.

LEARNING AND DEVELOPMENT

All employees will be given equal opportunity to progress within Magic Man and have the opportunity to pursue self-development activities. Magic Man will seek to promote activities that achieve efficiency and encourage employees to succeed and will ensure that:

- Employees receive an adequate induction into the organisation and their role.
- Appropriate training is given to employees before, or immediately after, promotion or transfer.
- Appraisal is provided as appropriate to meet the needs of Magic Man and the individual.
- Learning and development activities reflect the ways in which individuals learn and a range of learning options will be available.

Prepared By Samantha Lane	Reviewed By Marty n Howells	Approved By Marty n Howells	Issue: 06 Revision: 01 (March 2019)
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ADAPTING WORKING PRACTICES

Special assistance will be provided, wherever possible, to any person with a disability to ensure that their disability does not detrimentally affect their opportunity to gain employment with Magic Man.

Special assistance will also be offered, wherever possible, to any employee who develops a disability whilst they are employed by Magic Man. Every effort will be made to retain employees within Magic Man, including the identification and provision of reasonable adjustments to the working environment or working arrangements, so that their disability does not detrimentally affect their working life.

Magic Man aims to create an environment where the cultural, religious and non-religious beliefs of all its employees are respected. Where space allows, room will be set aside for multi-faith prayer and managers will be as flexible as possible in granting annual leave to facilitate requests to meet a religious or cultural need where a request is submitted in good time and business need allows.

FLEXIBLE WORKING

All employees with 26 weeks' service are able to apply for flexible working arrangements such as part time work, job share etc. The granting of a flexible working arrangement will be based on our ability to meet the needs of the employee and the business. Where a request for flexible working is not granted it will be on the basis of identified specific business grounds such as: the burden of additional costs, detrimental effect on the ability to meet customer demand, inability to reorganise work among existing staff, inability to recruit additional staff, detrimental impact on performance, insufficiency of work during the periods the employee proposes to work, planned structural changes etc.

EQUAL PAY

Magic Man believes its male and female employees should receive equal pay for like work, work rated as equivalent, or work of equal value. Magic Man will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

TERMS OF EMPLOYMENT

All terms of employment, benefits, and facilities will be routinely reviewed to ensure that they are not discriminatory.

GRIEVANCE AND DISCIPLINE

Any employee who believes they have been unfairly treated in the course of their employment may seek resolution through use of Magic Man's Grievance Procedure.

Any employee who breaches our policies or procedures or whose performance or conduct is unsatisfactory will be given written information setting out the issues, invited to a meeting to discuss the matter and informed in writing of the outcome. Should a disciplinary / capability sanction be imposed, the employee will be advised of how this will be applied and how to appeal.


Prepared By Samantha Lane	Reviewed By Martyn Howells	Approved By Martyn Howells	Issue: 06 Revision: 01 (March 2019)
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Magic Man adopts a zero-tolerance approach to any form of discriminatory behaviour, bullying, harassment or any other behaviour that affects another person's dignity. Full details can be found in the Bullying and Harassment Policy.

PROCUREMENT AND SERVICES TO OTHERS

Magic Man will make every effort to ensure that those from whom it procures services and products are aware of its diversity policy.

Magic Man recognises its obligation to make its services available to a diverse customer base and will remove, alter or provide a reasonable means of avoiding, any potential barriers to users of its services.

Signed.....  Name..... MARK HENDERSON

Date..... 27 MARCH 2019 Position..... CEO

Prepared By	Reviewed By	Approved By	Issue: 06 Revision: 01
Samantha Lane	Martyn Howells	Martyn Howells	(March 2019)