



MJ Events Support Ltd

Equality Diversity and Inclusion Policy and Strategies

Our equality and diversity policy recognises that all people are different and must be treated as individuals. However, some kinds of disadvantage are widely shared and where individuals have common needs, we will address these through a specific strategy.

- We recognise that some of our employees may experience more than one form of disadvantage
- We recognise the need to monitor and review our policies and we welcome challenges from, and the involvement of, our employees and customers in this process

1. Equality and Diversity Policy

1.1 We recognise that we have the power to reduce the disadvantages that people experience by making our services more responsive to all communities and individual needs. MJ Events value the diversity of all communities; we want our services resources to reflect this

1.2 We also recognise that our ability to meet these diverse needs is improved by having a diverse workforce which generally reflects local populations and which has the skill and understanding to achieve our service objectives. We commit ourselves to valuing diversity in our workforce and to developing and training our employees to improve their ability to meet our goals; within an overall framework of equality.

1.3 We have a commitment to be an organisation that:

- Accepts that all have a right to their distinctive and diverse identities.
- Has a workforce generally reflecting the populations we serve.
- Understands how valuing diversity can improve our ability to deliver better services, and so reduce disadvantage.
- Actively consults with different individuals and communities to ensure that the services which are provided are responsive and reflect the diversity of need
- Provides a supportive, open environment where all employees have the opportunity to reach their full potential.

1.4 MJ Events believes that employees have an important part to play in making this happen; and we require every employee to recognise and discharge their own responsibility. MJ Events also undertakes to listen to our customers and to involve them in the development of services which recognise and value their diversity.

1.5 Partnerships

We will promote equality and diversity through our relationship with partner organisations. We will positively support and develop links with organisations that are representative of communities where we operate.

1.6 Governance

We will improve and openly encourage a diverse membership on the Board, committees, working groups and consultative bodies.

1.7 Contractors, Consultants and Suppliers

We will promote equality and diversity through the employment, engagement and support of contractors and consultants and through the use of suppliers and partners with a good employment record within minority communities.

1.8 Employee Recruitment and Development

We will ensure diversity in our employees. We will operate flexible, diverse, open and accountable non-discriminatory employment practices and policies, using positive action measures wherever appropriate.

1.9 Employment and Training Opportunities

We will encourage access to training and employment opportunities for customers and the wider communities in which we operate.

2. Black and Minority Ethnic Strategy

2.1 We are committed throughout MJ Events to achieving racial, cultural and religious equality. We accept the right of black and minority ethnic people to be different, and value this diversity. We also recognise our duties under the Race Relations Act and related codes of practice and undertake to strive for equality in service provision and employment.

2.2 In addition, we will promote equality for individuals from black and minority ethnic communities within M J Events and work to develop diversity and access to all services which will have an impact on the whole of the black and minority ethnic community.

2.3 We will achieve this by:

- Promoting equality and diversity through all our relationships with partner organisations; positively supporting organisations that are representative of black and minority ethnic communities where we operate.
- Improving the proportional representation of black and minority ethnic on decision making bodies through taking positive steps to encourage black and minority ethnic people to join these decision-making bodies
- Promoting a wider commitment to equality and diversity through relationships with consultants, contractors and suppliers; through using suppliers from black and minority ethnic communities and those who can demonstrate a good employment record within black and minority ethnic communities
- Increasing representation at all levels of black and minority ethnic people in the workforce through operating flexible, diverse, open and non-discriminatory

employment practices and policies, using positive action measures where appropriate

- Improving and encouraging access for black and minority ethnic communities to training and employment opportunities for employees and customers.

3. Gender Equality Strategy

3.1 We are committed to achieving gender equality. We recognise our duties under the Sex Discrimination Act, the Equal Pay Act and related legislation and codes of practice and undertake to strive for gender equality in service provision and employment.

3.2 We will achieve this by:

- Striving to provide services which are relevant to all men and women's needs
 - Making sure that our services and documentation are accessible and available to both men and women
 - Striving to create an environment which is free from harassment and sexist language and behaviour
 - Introducing action to equally encourage both men and women into training and employment opportunities
 - Working with other agencies and community groups to promote gender equality and eliminate disadvantage
 - Requiring all consultants, contractors, partners and suppliers to provide satisfactory evidence of their commitment to gender equality.

4. Sexuality Strategy

4.1 We recognise the discrimination that people face in their lives due to their sexuality and life choice and MJ Events has adopted a 'zero tolerance' approach to sexual harassment and discrimination.

4.2 We will create an environment where lesbians, gay men, bisexual and transgender people are free from discrimination and harassment and feel safe to be open, if they choose to do so.

4.3 We have undertaken to make our services accessible to everyone, and we will work to ensure that our employment policies and services are not based on assumptions.

4.4 We will achieve this by:

- Working to produce effective and appropriate services which meet the needs of all service users irrespective of sexuality
- Developing policies and procedures to end discrimination against, and the harassment of, lesbian, gay, bisexual and transgender employees and service users
- Recognising that sexuality is not relevant to any post, unless it is seen as a genuine occupational qualification, and should not be seen as a criterion for determining an individual's suitability for a post

- Applying all terms and conditions of employment irrespective of any employee's sexuality
- Consulting organisations on the services we provide, and, where appropriate, developing services and the promotion of equality
- Requiring all service contractors to be aware of our policy and of the behaviour required of them in relation to it.

5. Disability Strategy

5.1 We are committed to achieving disability equality, eliminating disadvantage experienced by disabled people and discrimination on the grounds of disability. We recognise that disabled people are disadvantaged by an environment and by social attitudes which reflect principally the needs of non – disabled people. We further recognise that the operation of our services can reduce this disadvantage. We therefore commit ourselves to the objective of making our services, facilities and resources equally accessible and equally useful to disabled and non – disabled people.

5.2 We will achieve this by:

- Recognising our responsibilities under the Disability Discrimination Act 1995
- Striving to provide services which are relevant to disabled people's needs
- Making sure that our services and documentation are accessible and available to all disabled people
- Modifying, whenever possible, our procedures or equipment to make full use of an individual's ability and adapt our facilities as necessary to accommodate disabled people
- Requiring all contractors, consultants and suppliers to be aware of our commitment to disability equality
- Continuing to employ, whenever practicable, employees who become disabled during their employment, and to assist in their re-training
- Guaranteeing disabled people an interview for any vacancy for which they meet the minimum criteria
- Having procedures, which seek to maximise disabled people's access to employment.

6. HIV Strategy

6.1 We are committed to ensuring that people with HIV and those affected by it do not experience discrimination in employment or through using the organisation's services.

6.2 The HIV policy defines its commitment in responding to the challenge that HIV presents both in terms of the services that the organisation provides, and its role in raising awareness, correcting misinformation, challenging discrimination and prejudice and dispelling fear.

6.3 In particular:

- No employee or applicant will be required to take the HIV antibody test as a condition of employment
- There is no obligation upon an employee to inform management if they have HIV
- No one will be denied a service for which they meet the eligibility criteria solely because they have HIV
- Customers are not required to disclose their HIV status in order to obtain a service for which they are eligible
- Information relating to a person's HIV status, whether they be an employee or a customer, and regardless of how it is acquired, will be held in confidence
- Information must not be recorded, stored or used in any other way without the consent of the person with HIV
- Employees cannot refuse to work with, or provide a service to, people with HIV.

6.4 We recognise that the potential for fear and prejudice about HIV exists, and we will publicise rational and logical information to overcome negative reactions as appropriate.

7. Age Strategy

7.1 We are committed to opposing age discrimination amongst employees and customers.

We recognise that age discrimination can affect all age groups, that age is no indicator of effectiveness in most work activities, that employment decisions should not be based on age alone and that services should be sensitive to the needs of all age groups.

7.2 We will value people regardless of age.

7.3 We will seek to ensure that our employment policies and service delivery are fair to all age groups.

7.4 We will seek to create an environment where people are judged on their talents, skills and experience rather than on misconceptions and prejudices about age.

7.5 We will achieve this by:

- Working to provide effective and appropriate services which meet the varying needs of all age groups
- Consulting organisations representing different age groups on the services we provide
- Working with other agencies and community groups to eliminate age discrimination
- Requiring all contractors, consultants and suppliers to be aware of our commitment to the elimination of age discrimination
- Working towards removing age related criteria in our employment practices.

Providing training on the basis of need regardless of age.

9. Employment Policy

- 9.1 We encourage, and are working towards a diverse workforce which generally reflects the population of all the communities where we work and which has the skills and understanding to undertake our goals providing a quality service responsive to individual and community needs.
- 9.2 In order to bring about this strategy we undertake to:
- Provide full and fair consideration for all job applications
 - Require all our employees to undergo relevant training before taking part in recruitment and selection
 - Maintain records in recruitment, training and employment and use this information as a means of identifying areas of inequality
 - Provide sufficient training and support to meet all our employees' needs in recognising and discharging their responsibilities
 - Whenever possible, modify employment practices and procedures to reduce barriers experienced by members of disadvantaged social groups in seeking and during, employment
 - Assist all our employees to realise their full potential by ensuring that they receive fair consideration of their training and career development needs and promotion opportunities
 - Regularly review all our recruitment, selection, training and promotion procedures to ensure that they are fair and reflect current best practice.
- 9.3 M J Events is aware of the legal requirements of the Race Relations Act, Sex Discrimination Act, Disability Discrimination Act and Equal Pay Act.

10. Harassment Strategy

- 10.1 We have adopted a 'zero tolerance' approach to any form of harassment or bullying of or by our employees, customers or other stakeholders.
- 10.2 We will achieve this by:
- As an employer, aiming to ensure that all employees are treated with dignity and respect, and are allowed to work in a safe and secure environment
 - As a service provider, aiming to ensure that all customers are treated with dignity and respect, and are allowed to live in a safe and secure environment
 - Developing a working environment and customer service where harassment is known to be unacceptable and where individuals can feel confident enough to bring complaints without fearing prejudice.
- 10.3 Harassment and Bullying Information
- 10.3.1 Harassment can take many forms and may be directed in particular against women, black and minority ethnic people, people with disabilities, lesbians, gay men, bisexuals

or transgender people. It may also be directed against people because of their age, religion, beliefs, status in an organisation, or locality, physical appearance, HIV status or marital status. In fact harassment may occur against any individual or group which are perceived as 'different' from a majority. Whatever its cause harassment is stressful for the recipient and must be dealt with. Harassment may involve actions including, comments, looks, physical or sexual contact. In extreme cases harassment may involve physical violence and abuse.

10.3.2 It is important to remember that in all cases, harassment is behaviour which is unwanted, is found objectionable and causes offence regardless of intent. It results in the recipient feeling threatened, uncomfortable, humiliated and patronised. Employees at work, or customers may face harassment, however, some forms of harassment may be a more common experience of customers, other kinds of harassment may be more common to employees at work. Remedies against harassment and bullying at work and the kinds of support which can be offered may also be different for customers and employees.

10.3.3 The organisation will treat all reports of harassment and bullying seriously and employees and customers will be supported by using detailed harassment procedures, which are closely monitored.

Authorised by:



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