



EQUAL OPPORTUNITIES & DISCRIMINATION POLICY

Multi Services Kent Ltd (MSK) are a leading service provider to the construction industry with divisions specialising in Logistics & Labour, Waste Management & Recycling, Security and Strip Out.

MSK is committed to advancing equality and diversity as key features within all of its activities, as it believes this to be ethically right and socially responsible. Our aim is to provide equality of opportunity and tackle discrimination, harassment, intimidation and disadvantage. We are also committed to achieving the highest standards in service delivery, decision-making and employment practise.

The Managing Director has overall responsibility for ensuring that this policy is implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

MSK will ensure that the policy is circulated to any agencies responsible for its recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

- MSK will maintain a neutral working environment in which no worker feels under threat or intimidated.
- Discrimination is unacceptable, and breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

Recruitment and selection

- MSK will endeavour, through appropriate training, to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- Job descriptions, where used, will be in line with this equal opportunity policy.
- Job requirements will be reflected accurately in any personnel specifications.
- MSK will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- MSK will not confine its recruitment to areas or media sources that provide only, or mainly, applicants of a particular group.
- All applicants who apply for work with MSK will receive fair treatment and will be considered solely on their ability to do the job.
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- Short listing and interviewing will be carried out by more than one person where possible.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

MSK will not disqualify any applicant because he/ she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

- Selection decisions will not be influenced by any perceived prejudices of other employees.

Policy Reviewed by – Trevor Walker – MSK H & S Manager

Policy Approved by

Signed:

Date:

15.07.21

Mark Doughty
Managing Director