



EQUAL OPPURTUNITIES POLICY

1. Purpose

The purpose of this Equal Opportunities Policy is to ensure that all employees, job applicants, and other stakeholders are treated fairly and without discrimination. This policy outlines MALYK LTD's commitment to promoting equality and diversity in the workplace, in compliance with the Equality Act 2010 and other relevant UK legislation.

2. Scope

This policy applies to all employees, job applicants, contractors, and third parties associated with MALYK LTD.

3. Policy Statement

MALYK LTD is committed to providing equal opportunities in employment and creating an inclusive workplace where everyone is treated with respect and dignity. We oppose all forms of unlawful discrimination and will take all necessary steps to prevent it.

4. Equal Opportunities Principles

MALYK LTD is dedicated to the following principles:

- 1. Non-Discrimination:**
 - No employee or job applicant will be discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- 2. Fair Treatment:**
 - All employment decisions, including recruitment, promotion, training, and termination, will be based on merit, qualifications, and business needs.
- 3. Diversity and Inclusion:**
 - We value diversity and believe that a diverse workforce enhances our creativity and innovation. We strive to create an inclusive environment where all individuals feel valued and can contribute to their full potential.
- 4. Reasonable Adjustments:**
 - MALYK LTD will make reasonable adjustments to the workplace and working practices to accommodate employees and job applicants with disabilities.
- 5. Harassment and Bullying:**
 - We are committed to providing a workplace free from harassment and bullying. Any form of harassment or bullying will not be tolerated and will be dealt with promptly and effectively.
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5. Responsibilities

- **Management:**
 - Ensure the implementation and effectiveness of this policy.
 - Provide training and resources to support equality and diversity.
 - Monitor and review employment practices to prevent discrimination.
- **Supervisors and Managers:**
 - Promote a culture of inclusion and respect within their teams.
 - Address any concerns or complaints of discrimination promptly and appropriately.
- **Employees:**
 - Treat colleagues, customers, and other stakeholders with respect and dignity.
 - Report any incidents of discrimination, harassment, or bullying.
- **Human Resources:**
 - Oversee the recruitment process to ensure it is free from bias.
 - Provide support and guidance on equality and diversity issues.

6. Complaints Procedure

Employees who believe they have been subjected to discrimination, harassment, or bullying should report their concerns to their supervisor, manager, or Human Resources. All complaints will be taken seriously, investigated promptly, and treated confidentially.

7. Training and Awareness

MALYK LTD will provide training and raise awareness on equality and diversity to ensure all employees understand their rights and responsibilities under this policy.

8. Monitoring and Review

MALYK LTD will monitor the effectiveness of this policy and our equal opportunities practices. This policy will be reviewed annually and updated as necessary to ensure continued compliance with legislation and best practices.

Imran, Founder
MALYK LTD

Date: 1st July 2024