



Equal Opportunity Policy

2015

Our equal opportunities policy is the foundation of MD's market philosophy and therefore resonates with all areas of our work.

Policy of Equal Opportunity

M.D. Import-Export Limited is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that each employee feels respected and is valued based upon their skills, performance and commitment.

It is the continuing policy of the Company to provide equal opportunity employment to all employees without regard to the actual or perceived protected characteristics referenced below. MD is committed to treating all employees fairly and as such no employee will be treated less favourably due to their association with someone who has a protected characteristic.

Protected characteristics

Age
Disability
Gender Reassignment
Marriage and Civil Partnership (applies only to someone who actually personally has this characteristic)
Pregnancy and Maternity;
Race (including ethnic origin, colour, citizenship, nationality, and national origin)
Religion or Belief
Sex
Sexual Orientation

People will be judged solely on merit and ability during recruitment, selection, training, development and promotion throughout their employment.

Third party harassment

MD values all employees equally and as such we take very seriously the harassment of employees by a third party during the course of employment. We are committed to taking such steps as is reasonably practicable to prevent third party harassment from occurring.

Fair treatment

All employees whether full-time, part-time or temporary, will be treated fairly and with respect. This policy applies to all employment decisions, including those in connection with:

- Recruitment, selection, promotion and advertisement of jobs
- Terms and conditions of employment
- Training, career development and progression
- Grievance and disciplinary procedures
- Performance
- Relationships between members of staff
- Treatment of employees when their contract ends

Positive action

The Company may elect to utilise positive action where permitted by legislation. Positive action is action an employer takes to achieve greater equality in its workforce.

General positive action

General positive action may be taken to provide appropriate conditions and facilities to meet the special needs of disadvantaged or underrepresented groups or to enable or encourage participation. It may include such action as mentoring or providing free English lessons to non-English speaking employees.

General positive action may be taken where:

The Company reasonably thinks that where persons share a protected characteristic those persons suffer a disadvantage connected to that characteristic; or

They have needs that are different from the needs of those that do not share that characteristic; or

There is disproportionately low participation in an activity by persons who share a protected characteristic.

The Company will only elect to utilise positive action where it is deemed appropriate as a proportionate means of achieving a legitimate aim. Any action taken will be in accordance with legislation.



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Promotion of equal opportunities and observance of the policy

Each employee of MD has an obligation to promote an equal opportunity environment within the Company. As our employee, you have a duty to observe and apply this policy at all times. In particular you must not:

Discriminate against or harass colleagues, other employees, job applicants;
Discriminate against or harass visitors, clients, customers, suppliers, consultants, or contractors;

Discriminate against or harass members of the public in the course of your duties, irrespective of whether such conduct occurs on company premises;
Induce, or attempt to induce, others to practise unlawful discrimination;
Victimise individuals who have made allegations or complaints of discrimination, or provided information about such discrimination.

Violation of this policy is a serious offence and could result in disciplinary action and/or summary dismissal.

The H.R. Manager will, with the assistance and co-operation of senior management and employees, take steps to ensure compliance with this policy. This will include regular reviews of equality issues, monitoring activities and complaints. All employees of the Company will also receive adequate training on the correct operation of this policy.

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