

EQUAL OPPORTUNITIES POLICY

Policy Statement: The McSence Equal Opportunities is issued to and applies to all McSence Group's employees when carrying out work for, or on behalf of the McSence Group. The McSence Group is an equal opportunities employer and seeks to employ a workforce which reflects the diverse community at large because we value the individual contribution of people, irrespective of age, disability, ethnic or national origins, gender reassignment, marital or civil partnership, nationality, political opinion, pregnancy or maternity, race, religion or belief, colour, sex, sexual orientation, trade union membership status or otherwise. Our policy is to provide equal opportunities in all areas of but not limited to:

- ✚ Recruitment & Selection
- ✚ Reward & Recognition
- ✚ Promotions
- ✚ Internal Transfers
- ✚ Secondments
- ✚ Training
- ✚ Continuous Personal Development

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd*

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Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.