



EQUAL OPPORTUNITIES POLICY

Our commitment to Equal Opportunities.....

We might be small in numbers, but Music Market is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment, to our customers and to the representatives of Music Market.

This policy is an important aspect of ensuring equal opportunities in employment and is intended to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Whilst we may work within an informal culture, it's crucial that we all work together towards creating a work environment that is free of harassment and bullying and that everyone is treated with dignity and respect.

What the law says.....

It's pretty straightforward: it is unlawful to discriminate directly or indirectly in recruitment or employment on the grounds of:

- sex,
- gender (including gender reassignment,),
- pregnancy,
- colour,
- race,
- nationality,
- ethnic or national origins,
- sexual orientation,
- religion or belief,
- age
- disability

It is unlawful to treat someone less favourably on grounds of disability than others without that disability are or would be treated, unless the less favourable treatment can be justified, or to fail to make reasonable adjustments to overcome barriers to employment caused by disability. It is unlawful to discriminate unjustifiably on grounds of age in relation to employment.

This also means for us, when supplying our clients with candidates that it is unlawful to discriminate directly or indirectly in the provision of goods, facilities or services to customers on grounds of sex (which may include gender reassignment), pregnancy, colour, race, nationality, or ethnic or national origins and age. It is unlawful to discriminate, without justification, on the grounds of disability or to fail to make reasonable adjustments to overcome barriers to using services caused by disability.

Some types of harassment or bullying will be unlawful discrimination. It is unlawful to victimise someone because he or she has alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint.

What are the types of unlawful discrimination....?

Direct discrimination is where a person is treated less favourably than another in comparable circumstances.

Indirect discrimination is where a provision, criterion or practice is applied which is such that it would be to the detriment of a considerably larger proportion of the relevant group to which the individual belongs than to others, which is not objectively justifiable and which is to the individual's detriment.

Harassment is where there is unwanted conduct related to one of the prohibited grounds which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, or is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if this effect was not intended by the person responsible for the conduct.

Failure to make reasonable adjustments is where arrangements disadvantage an individual because of a disability and reasonable adjustments are not made to overcome the disadvantage.

Victimisation is where someone is treated less favourably than others because he or she has alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint.

How does this affect the way we work....?

Music Market will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion and for supply to our clients will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability.

We cannot lawfully discriminate in the selection of employees for recruitment or promotion, but the

Company may use appropriate lawful methods, including lawful positive action, to address the underrepresentation of any group which the Company identifies as being underrepresented in particular types of job.

Customers, suppliers and other people not employed by the Company

The Company will not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by the Company.

How am I to keep track of all of this and do my day job...?

We will provide training in equal opportunities to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise. In addition, we will provide issue this Policy to all existing and new employees and others engaged to work at or on behalf of the Company to help them understand their rights and responsibilities under the Equal

Opportunities policy and what they can do to help be a part of a working environment free of bullying and harassment.

Ok, so what do I have to do...?

Every employee is required to assist us in our commitment to provide equal opportunities in employment and to avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, the Company for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Company's disciplinary procedure.

Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

What happens if I feel I am being discriminated against....?

If you consider that you may have been unlawfully discriminated against, you may use the grievance procedure to make a complaint, including bullying or harassment.

Employees should report any bullying or harassment by customers, suppliers, visitors or others to their manager who will take appropriate action.

We will take any complaint seriously and will seek to resolve any grievance which it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Use of the grievance procedure does not affect your right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

Monitoring and review

This policy will be monitored periodically by the Company to judge its effectiveness and will be updated in accordance with changes in the law.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.