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| Equal Opportunity Policy |
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| Prepared by: | Sakina Husain/ Kerry Smith | Date: | May 2024 |
| Approved by: | Ashley Taylor | Checked by: | Gareth Whiteoak |
| Subject: | Equal Opportunity Policy for MMPL | | |

**Foreword by Ashley Taylor, General Manager - GDS and SMM**

As the Unit General Manager for the SMM and GDS units in India, I am committed to fostering an inclusive and diverse workplace where every individual is treated with respect, fairness, and dignity regardless of their age, cultural, ethnic, race, financial, sexual orientation and specially-abled status.

Our Equal Opportunities Policy reflects our unwavering dedication to promoting equality, eliminating discrimination, and creating an environment that celebrates individual differences.

At Mott MacDonald, we recognize that diversity is our strength. By embracing a wide range of backgrounds, experiences, and perspectives, we enhance our creativity, innovation, and overall success. Our commitment extends beyond compliance with legal requirements; it is embedded in our core values and guides our daily interactions.

By adhering to this policy, we demonstrate our commitment to equal opportunities and contribute to a positive and harmonious work environment. Let us work together to build an inclusive workplace.

**Purpose**

Our vision is for our workforce to be truly representative of all sections of society; for our colleagues to feel respected and valued; and to provide them with an environment where they can thrive at work. We are committed to a proactive and inclusive approach to equality which promotes an inclusive culture and values diversity.

Mott MacDonald adopts a transparent selection process and provides for equal employment opportunities for eligible candidates including specially abled persons who apply for suited and identified positions. We believe that equality of opportunity is vital so that all colleagues have a fair and equal chance of reaching their full potential. It is our aim to create a barrier free working environment, free from discrimination and harassment based on our PRIDE values and Our Code (code of conduct).

This means that we will support and promote equality, fairness and respect for all colleagues, stakeholders, service users, partners and clients, and no one will be treated less favourably on the grounds of their gender, marital status, race, nationality, ethnicity, caste, religion, disability, sexual orientation and/or age.

**Applicability:**

This policy helps us meet our legislative requirement as per the Rights of the Persons with Disabilities Act, 2016 and any associated rules and regulations in India and is applicable to all India Colleagues working across all our business.

This policy applies to all individuals working for us irrespective of their disability or grade.. This includes Mott MacDonald colleagues whether they are full or part time, temporary or permanent, paid or unpaid. It outlines what equal opportunity means within Mott MacDonald, the behaviours and attitudes we wish to promote, and makes reference to key procedures that colleagues can follow if they feel that they may have been subjected to discrimination, victimisation or harassment.

This policy is to be put into practice alongside Our Code, our PRIDE values and our EDI Strategy: Everyone's Business

**Policy coverage:**

Mott MacDonald pledges to make reasonable workplace adjustments for persons with disabilities amongst applicants and employees who are disabled as defined in the Workplace Adjustment Guide, the Rights of Persons with Disabilities (ROPD) Act 2016 and any associated rules and regulations. Our Workplace Adjustment Guide forms part of this Equal Opportunity policy.

In Line with Section 21 of the Rights of Persons with Disability Act, 2016, together with ROPD Rule 8, Mott MacDonald will enable specially-abled persons to effectively discharge their duties in the Organization through the:

* identification of posts as suitable within the Organisation
* fair & just manner of selection of persons who may have applied for the aforesaid posts within the Organisation.
* provision of assistive devices, barrier-free accessibility, separate washrooms, and other provisions for such persons as appropriate.
* appointment of a Liaison Officer to look after the recruitment of such persons.

Mott MacDonald also aims to comply with the building specifications as stated in the Act, to support easy access to the office locations for specially abled person when hired with Mott MacDonald.

**Roles and Responsibilities**

Individual Responsibility

* To comply with this policy, Our Code and Our PRIDE Values and all applicable laws and regulations.
* To undergo the following training either through e-modules and/or classroom sessions:
* EDI Awareness
* Our Code (Our Code - Home (sharepoint.com)) including our PRIDE values (Our Code - Delivering with PRIDE (sharepoint.com))
* Interview Training for ISMA: Ref 00126: Connected Learning
* POSH policy

Managers and Senior Leaders

Managers and Senior Leaders have the following additional responsibilities:

* To act as role models while disseminating and inculcating the importance of Equal Opportunities
* To take reasonable steps, in a timely fashion, to resolve complaints that are brought to their attention with regards to any act of discrimination in the workplace, which might include inappropriate behaviours, language, or actions that are not in line with the Equal Opportunity policy, Our Code and Our PRIDE values.
* All complaints should be referred to Human Resources or via Speak Up (below) and adhere to Mott MacDonald confidentiality policies and procedures.

Human Resources Team

Human Resources have the following additional responsibilities:

* To provide advice and address grievances relating to the employment of persons with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee
* To organise events / workshops that shall promote equality, equity and inclusiveness.
* Disseminate the Equality Opportunities Policy to all the employees and include it within the induction programme for the new employees.

**Communication of Policy**

Equal Opportunities Policy will be available on:

* Mott MacDonald’s Intranet, Compass
* Corporate Website

**Employee Assistance Programme**

Our free, independent and confidential Employee Assistance Programme (EAP) is available to colleagues’ day and night - providing support from trained professionals, whenever they need it. Nobody at Mott MacDonald or outside Mott MacDonald will know you've called and utilised the EAP, unless you choose to tell them.

You can contact the EAP over the phone or online chat. If you need coaching or counselling, it will be offered at a time and place and in a way that's convenient to you.

[Employee Assistance Programme - ISMA and EUNA (sharepoint.com)](https://mottmac.sharepoint.com/wellbeing/Pages/EUNA-EAP-Workplace-Options.aspx?web=1)

**Speak Up!**

If you feel the need to report any violations noted in this policy, you may immediately reach out to your HR or EDI teams.

Alternatively, if you wish to raise your concerns anonymously, the Speak Up helpline ([EthicsPoint - Mott MacDonald Limited](https://secure.ethicspoint.eu/domain/media/en/gui/106886/index.html)) allows you to report concerns and ask questions in complete confidence, by internet or telephone. It is available free of charge from anywhere in the world, 24 hours a day, seven days a week, every day of the year.

It is also available to business partners, including contractors, secondees, agency staff, consultants, suppliers and joint venture partners, and members of the public.

All concerns raised through the Speak Up helpline are initially assessed by one of the legal team and where necessary will be investigated by a suitably trained and objective individual.

All concerns raised through the Speak Up helpline are treated confidentially. Information relating to the concern will only be shared with those who need to know for legitimate business purposes including investigation, risk management and remedial or disciplinary actions.

Concerns can be raised anonymously unless prohibited by local legislation.

**Review timelines**

This policy will be reviewed every 2 years and/or when there are changes in legal and market guidelines.

**Important Links**

* Our Code - [Our Code – Delivering with PRIDE (sharepoint.com)](https://mottmac.sharepoint.com/legal/ethics/Pages/Code-of-Business-Conduct.aspx?web=1)
* PRIDE values - [PRIDE values (sharepoint.com)](https://mottmac.sharepoint.com/legal/ethics/Pages/Pridevalues.aspx)
* Speak Up - [EthicsPoint - Mott MacDonald Limited](https://secure.ethicspoint.eu/domain/media/en/gui/106886/index.html)
* Prevention of Sexual Harassment Policy
* Part time working guidance
* ISMA Workplace Adjustment Guidance ([ISMA workplace adjustments guide launch and webinar (sharepoint.com)](https://mottmac.sharepoint.com/sites/News/SitePages/ISMA-workplace-adjustments-guide-launch-and-webinar(1).aspx)