



BULGARIA MEDICAL TRAVEL PARTNER LTD

Equalities Policy

Why do we have an equalities policy?

An effectively implemented Equalities Policy will help us to:

- Provide an environment conducive to the promotion of fair and equal opportunities to all staff
- Ensure fair treatment for all job applicants and existing members of staff
- Ensure fair treatment for all others with whom we have contact eg contractors and customers
- Make the best possible use of our existing and potential workforce
- Improve employment practices and staff morale
- Attract, develop and retain the good quality staff who are essential for achievement of our business objectives
- Avoid unlawful or unfair discrimination

Bulgaria Medical Travel Partner LTD believes that it is in everyone's best interests to ensure that the experience, talents and skills available throughout this organisation are considered when employment or development opportunities arise.

What has it got to do with me?

Equal opportunities impose rights and responsibilities for every member of staff. Everyone has a right to fair and dignified treatment. This means that no-one will be discriminated against nor harassed. Every member of staff has an obligation to ensure fair and dignified treatment. The contribution of everyone will be valued and everyone will be treated purely on their merits. Everyone must act fairly, within Companies House policy and the law. Failure to do so may lead to disciplinary action.

The Bulgaria Medical Travel Partner LTD Equalities Policy is issued to all members of staff and job applicants.

Policy statement

Bulgaria Medical Travel Partner LTD is an equal opportunities employer. Our aim is to be fair to everybody and to ensure that no job applicant or employee receives more or less favourable opportunities or treatment on the grounds of, for example:

- Age
- Race
- Colour
- Ethnic or national origin



- Nationality
- Sex / Gender
- Transgender
- Sexual orientation
- Marriage and Civil Partnership
- Disability
- Religion or religious affiliation / Belief
- Part-time working
- Pregnancy and Maternity
- Trade union membership and duties

There may be limited exceptions for positive action which is allowed by relevant legislation.

No-one will be disadvantaged by conditions or requirements which cannot be shown to be genuinely necessary for objective reasons. In addition, care should be taken when selection criteria such as six conditions are set as some applicants may find these more difficult to meet due to their sex, race, marital status or disability etc.

Equal opportunities and equal treatment are the cornerstones of our recruitment and employment policy.

Personal development

Bulgaria Medical Travel Partner LTD is committed to encouraging all staff to make full use of their skills and talents and to helping staff progress and reach their full potential. Everyone will have equal access to any course which is appropriate to an individual's current job or development within Bulgaria Medical Travel Partner LTD. We will encourage the development of the individual's skills and knowledge for use in their work.

Where necessary, training courses will be provided to assist any group of individuals that are disadvantaged or belong to any ethnic minority to carry out successfully into the area of their choice, as well as to ensure balanced participation of men and women. This is the only form of positive action allowed on the basis of sex, race or disadvantaged individuals under member 7 of the Law for protection against discrimination 2006 and member 4 of the Law for equality between men and women from 2016. Statistical information will be used to monitor this policy.

Key concepts explained

There follows a brief explanation of some key equalities concepts.



Discrimination

Discrimination is unequal treatment of an individual because of their membership of a particular class or group, such as sex, race or trade union. It may be direct, for example, refusing to send someone on a training course because they are married or have children. It may be indirect, for example, declaring a post as being suitable only for a full-time member of staff without proper justification (that means establishing the need for a full-time member of staff rather than part-timers or job sharing).

Discrimination may be subtle and unconscious. It may not be easy to identify. For example, discrimination sometimes results from general assumptions about the capabilities, characteristics and interests of particular groups or individuals, which are allowed to influence the treatment of staff or job applicants.

Without appropriate awareness and safeguards, discrimination may occur in any area of recruitment and employment including:

- Inappropriate questioning at interview
- Inappropriate appointment to post
- Allocation of volumes and/or type of work
- Transfer decisions
- Promotion and progression opportunities
- Annual leave allocation
- Special leave requests
- Application of disciplinary action

Sexual harassment

Sexual harassment may involve unwelcome sexual comments or innuendo, looks and gestures, displaying inappropriate material for example posters or online, or physical contact by one individual aimed at another, and which is only directed at that other person because of their sex.

Sexual harassment cannot be dismissed as a 'bit of harmless fun'. It can lead to an uncomfortable and alienating working environment.

Racial harassment

Racial harassment is offensive or hostile behaviour, which has the purpose or effect of creating discomfort, distress, exclusion or isolation and is based upon someone's colour, nationality or ethnic origins. If the comment or behaviour is offensive to the individual, it will amount to racial harassment.

Harassment/bullying



As with sexual or racial harassment, any form of harassment or bullying will have the effect of causing undue stress on individuals and of demotivating them. Harassment of any kind will not be tolerated and serves to undermine the good team spirit which Bulgaria Medical Travel Partner LTD wishes to encourage.

Gender Discrimination

Unlawful gender discrimination happens when someone is treated unfairly because of their gender. Women, men and transsexual people can all experience gender discrimination. Gender discrimination also includes treating someone less favourably because they are married or in a civil partnership: for example, by not hiring married women.

Disability harassment

Offensive or hostile behaviour or comments aimed at an individual because he or she is disabled, will also be harassment.

Resolving problems

Everyone must be sensitive to the effects their words and actions have on their colleagues and need to ensure that their attitudes towards others carry no trace of discrimination which can affect working relationships, behaviour or judgement.

Staff who are experiencing or are concerned about discrimination or harassment should discuss the problem with their line manager who must take appropriate action to try to resolve it, if possible. (If you do not feel able to discuss the problem with your line manager initially you may speak to the Director or other relevant manager). The advice of the Trade Union Representatives may also be sought.

Managers should be aware of any problem developing at an early stage and take corrective action to ensure that the situation is resolved in a conciliatory and effective manner and that staff do not feel excluded.

Staff are encouraged to make clear to their colleagues if conduct or comments are offensive to them.

Complaints procedure

If there are reasons why you do not feel you are able to speak to your line manager in the first instance, there are a number of different people you can speak to including:

- Staff Counsellor
- Diversity Advisor

However, the duty of confidentiality does not apply if:

- There has been a breach of the law



- There has been a breach of Bulgaria Medical Travel Partner LTD Disciplinary Procedures.
- There is a risk of harm to the individual or to others.
- The disclosure is in the context of legal or disciplinary procedures.

In any event, if the manager fails to act effectively to stop the discrimination or harassment, the individual may seek the assistance of the Director.

Where appropriate, a full enquiry will be conducted into the complaint and if it is considered that the behaviour of the individual is unlawful, unfair or unacceptable, disciplinary action will be taken by Bulgaria Medical Travel Partner LTD against that individual.

All staff are subject to the disciplinary rules and should remember that unfounded allegations of unfair treatment can themselves be distressing to the recipients of such complaints. Such unfounded allegations may lead to further disciplinary proceedings.

Further information and relevant legislation

Training on Equal Opportunities is given to all members of staff. As part of the training further information is provided on relevant legislation including:

- Constitution of Republic Bulgaria 1991
- Law for protection against discrimination 2006
- Law for equality between men and women 2016

If you require any further information, please contact the Director:

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Signed

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