

## **Equal Opportunities and Race Equality Policy**

### **Equal Opportunities**

MindWorks Inc Ltd is committed to being an organisation in which all members enjoy and respect equality of opportunity. Everyone must accept responsibility for upholding this position as a basic requirement of working for or on behalf of MindWorks Inc Ltd. MindWorks Inc Ltd is committed to a policy of Equal Opportunity for all.

1. MindWorks Inc Ltd believes that:
  - a) Whatever the Company does, and provides, should equally consider the needs of existing and potential customers and staff;
  - b) The Company has a responsibility to work towards providing appropriate facilities for all.
  
2. The Company will:
  - a) Be a champion of equality of opportunity, promoting and encouraging all members of MindWorks Inc Ltd, customers and staff, to realise their full potential;
  - b) Take positive action to promote equality of opportunity;
  - c) Investigate all complaints of discrimination and take prompt and appropriate action;
  - d) Continually review premises and facilities to achieve the best possible environment for all customers and staff;
  - e) Ensure that all customers, staff and key external contacts are made aware of this policy and the procedure for reporting complaints, good practice and improvements.
  
3. Direct or indirect discrimination is not acceptable.
  - a) Direct discrimination is when an individual is treated differently because of disability, age, gender, marital status, ethnic or national origins, sexual orientation, race, colour, nationality, religion or any personal characteristics.
  - b) Indirect discrimination is when a condition is unreasonably applied equally to all, but not all can comply leading to the detriment of some individuals.

### **Race Equality**

#### **Commitment to Race Equality**

MindWorks Inc Ltd is totally committed to attracting staff and customers from a wide variety of racial, ethnic and national backgrounds. Such diversity of staff and customers is viewed as a major strength of any organisation. The Company ensures that all staff, customers and visitors are treated with dignity and respect within a safe, positive working and learning environment free from racial discrimination, harassment or victimisation. The principles and practices of equality of opportunity underpin all areas of Company work either within the Company itself or within the community it serves. Such policies and practices are valued as essential and encouraging, supporting and helping all customers and staff to reach their full potential.

MindWorks Inc Ltd will not accept any form of racial discrimination whether it is overt or covert, and is totally committed to tackle racial discrimination at all levels, whether it is within the organisation, other institutions or the community it serves.

The Company aims to create an environment in which positive relations are fostered between members of different racial groups. The Company undertakes to provide a positive, inclusive ethos with a shared commitment to challenging and preventing racism and discrimination to respecting diversity and difference and to encouraging good relationships between people of different groups.

MindWorks Inc Ltd deems that wilful discrimination for reasons of race, colour, religion, nationality or ethnic or national origins are gross misconduct, and MindWorks Inc Ltd will take relevant disciplinary action against customers or staff who are found to be guilty of such an act.

### **Company's Statutory Duty**

Under the Race Relations Act of 1976 (as amended by the Race Relations Amendment Act 2002) MindWorks Inc Ltd has a general duty to have due regard to the need to eliminate unlawful racial discrimination, to promote equality of opportunity and to promote good relations between people from different racial groups.