

Max (Myanmar) Holding Co., Ltd & Its Subsidiaries

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DOCUMENT TITLE:	Equality and Diversity Management Policy	
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Introduction

The Equality and Diversity Management Policy is intended to support this commitment and to create a workplace that represents the diversity of the population it serves, and to foster a work environment that recognizes respects and accommodates the “diversity of individuals”.

Max Myanmar Holding Co., Ltd is committed to promoting equality and diversity and promoting a culture that actively values difference and recognizes that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

Purpose

- Max Myanmar aims to be an inclusive organization, where diversity is valued, respected and build upon that communities it serves.
- We aims to ensure that all members of our companies are treated with fairness, dignity and respect.
- Max Myanmar will not discriminate on grounds of age, disability, gender, race , religion and sex orientation.

Equality and Diversity

Equality can be described as breaking down barriers, eliminating discrimination and ensuring equal opportunity and access for all groups both in employment, and to goods and services; the basis of which is supported and protected by legislation.

Diversity can be described as celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for the Library.

Scope

This policy applies to direct employees of the Max Myanmar Holding Co., Ltd, workers (engaged through, or by, an employment agency or temporary basis), and all job applicants regarding recruitment

This policy applies also to sub-contractors. Max Myanmar will monitor the performance of contractors and/or third parties and take all necessary steps to ensure good performance and compliance with appropriate behaviors.

Policy statement

Max Myanmar is committed to ensuring that existing members of staff, job applicants and workers are treated fairly in an environment which is free from any form of discrimination such as

- age;
- disability;
- marriage and civil partnership;
- pregnancy and maternity;
- race (includes color, nationality and ethnic origins);
- religion and or belief;
- gender;
- sexual orientation;

Direct Discrimination

Direct discrimination is defined as treating one person less favorably than another, because of a protected characteristic.

Discrimination by association is a type of direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Discrimination by perception is a type of direct discrimination against someone who is perceived to have a protected characteristic.

Indirect Discrimination

Indirect discrimination is when a provision, criterion or practice is applied, which particularly disadvantages people with a protected characteristic. Indirect discrimination can be justified, if it can be shown to be a proportionate means of meeting a legitimate aim.

Discrimination arising from a disability

Discrimination arising from a disability is when someone is treated unfavorably because of something arising as a consequence of their disability. This type of discrimination can be justified, if it can be shown to be a proportionate means of meeting a legitimate aim.

Harassment

Harassment is defined as unwanted conduct that has the effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for a person, or violating a person's dignity. There is more information about harassment in the Human Right Policy of Max Myanmar.

Max Myanmar's policies such as the Recruitment Policy, the Learning and Development policy, the Managing attendance and Guidance policy, Redundancy policy, the performance management process, remuneration opportunities, hours of work, are designed to promote equal opportunity and diversity and protection against discrimination for all employees.

Review and monitoring

Max Myanmar undertakes monitoring that not only meets statutory requirements but also aims for best practice. This is used to inform and improve our employment practices. If through monitoring any discrimination is identified we will take corrective action to eliminate it. Such monitoring will be carried out using appropriate statistical analysis, and would normally deal with areas such as race, disability, gender, and age and ensure compliance with legislation.

Training

Max Myanmar Holding Co., Ltd is committed to ensuring its staff and managers are trained in equality and diversity and aims to ensure that adequate training is provided so that managers are able to operate this policy.

Communication

The Equality and Diversity policy is available on the newspaper, intranet and the Max Myanmar Holding Co., Ltd's website. The details of this policy will be proactively communicated and promoted to all current staff and new starters.

Complaints of Discrimination

Max Myanmar takes all claims of discrimination very seriously and will take appropriate action against those concerned. Discrimination occurs when someone directly or indirectly treats a person or a group of people unfavorably because of a protected characteristic of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. This covers all behavior including remarks and insinuation, both verbal and non-verbal, which cause offence.

Responsibility

All employees of Max Myanmar are responsible for:

All staff has a responsibility to guard against any form of discrimination and avoid any action which goes against the spirit of this policy. Thus staff at all levels must ensure that there is no discrimination in any of their decisions or behavior. This includes the provision that all staff must:

- report any suspected discriminatory acts or practices;
- not induce or attempt to induce others to practice unlawful discrimination;
- co-operate with any measures introduced to ensure equality of opportunity;
- not victimize anyone as a result of them having complained about, reported or provided evidence of discrimination;
- not harass, abuse or intimidate others.

The Board, Chief Executive and the Executive Team are responsible for:

- Providing leadership on the equality and diversity strategy and policy, acting as overall champions to ensure the policy is implemented;
- Communicating the strategy and policy, internally and externally;

Managers at all levels are responsible for:

- Implementing the policy as part of their day-to day management of staff and in applying employment policies and practices in a fair and equitable way
- Ensuring equality and diversity issues are addressed in performance.
- Ensuring all staff act in accordance with the equality and diversity policy providing necessary support and direction;

Human Resources Departments are responsible for:

- Developing employment policy and strategy on equality and diversity;
- Providing guidance to line managers and staff;
- Monitoring employment policies and practices;
- Championing the issues, internally and externally;
- Facilitating training and development initiatives on equality and diversity, both at corporate and directorate level.

Non- Compliance with Policy

Max Myanmar will not tolerate any behavior from staff which breaches our equality and diversity policy. Any such breaches will be regarded as misconduct except for serious offences such as discrimination on protected grounds; serious offences including harassment, bullying, or victimization will be treated as gross misconduct and may lead to disciplinary action including dismissal from employment without notice.