



Diversity and Inclusivity Policy

Introduction

Metaverse VR (MVR) is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination.

This policy aims to ensure no-one receives less favourable treatment on the grounds of age, disability, gender or gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements, which cannot be shown to be relevant to performance. It seeks also to ensure no-one is victimised or subjected to any form of "Personal Harassment".

"Personal Harassment" means verbal or physical behaviour which is discriminatory in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation.

The terms equality, inclusivity, diversity and equity are at the heart of this policy.

Our Definitions:

'Equality' – you have the same opportunity to fulfil your potential free from discrimination.

'Inclusivity' – you feel comfortable to be yourself at work and feel the worth of your contribution.

'Diversity' – celebrating individual differences.

'Equity' – recognising barriers and being mindful some groups are at an advantage over others, and putting measures in place to eliminate any barriers, ensuring equal opportunities for all.

We want to encourage and support all our employees to reach their potential. We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. We will actively support diversity, equity and inclusivity and ensure you feel valued and treated with dignity and respect.

This policy covers employees, consultants, contractors, volunteers and agency workers, and applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas will be actively monitored to ensure no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

All managers must set an appropriate standard of behaviour, lead by example and ensure their teams adhere to this policy by promoting our aims and objectives with regard to equal opportunities. Line managers will be given diversity and inclusivity training in line with recruitment and selection best practice and for general awareness.

All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. You will be helped and encouraged to develop your full potential.

Your Commitments as an Employee

You have a responsibility to treat others with dignity and respect and your personal commitment to uphold this policy will help us to eliminate discrimination and provide equality and equity throughout the organisation. Any policy breaches will be investigated in line with our “Disciplinary Policy and Procedure”. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice.

Our Commitments as an Employer

Metaverse VR is committed to:

- Creating an environment in which individual differences and the contributions of our employees are recognised and valued
- Providing training, development and progression opportunities
- Ensuring our working environment promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- Take positive action to redress the negative effects of discrimination against everyone
- Reviewing employment practices and procedures to ensure fairness and inclusion for all
- Having clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated
- Monitoring and reviewing this policy annually.

Diversity & Inclusivity Policy Statements

Age:

We will:

- Ensure employees of all ages are treated with respect and dignity
- Ensure employees have equal access to our employment, training, development and promotion opportunities, and
- Challenge discriminatory assumptions about younger and older people.

Disability

We will:

- Make reasonable adjustments to ensure disabled people have access to our services and employment opportunities. If we feel a particular adjustment is not be reasonable, we will discuss this with you and try to find an alternative solution where possible
- Encourage you to tell us about your condition so we can understand your needs and support you
- Challenge discriminatory assumptions about disabled people, and
- Review the physical features of our premises to consider whether they may place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

Race

We will:

- Challenge racism wherever it occurs
- Respond swiftly and sensitively to racist incidents, and
- Actively promote race equality and inclusivity in the organisation.

Gender, Transgender and Non-binary

We will:

- Challenge discriminatory assumptions or comments about gender, ensuring all employees no matter their gender identity, are treated in a dignified and non-discriminatory way
- Treat all employees as individuals, without needing to reference gender identity where this isn't necessary
- Provide support to prevent discrimination against transgender, and
- Ensure transexual and non-binary people and individuals are treated with fairness and support during their recruitment, deployment and development.

Sexual Orientation

We will:

- Ensure we take account of everyone's needs, including the LGBTQ+ communities, and
- Challenge discriminatory assumptions about the LGBTQ+ communities

Religion or Belief

We will:

- Ensure your religion or beliefs and related observances are respected and accommodated wherever possible, and
- Respect your beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

Pregnancy or Maternity

We will:

- Ensure you are treated with respect and dignity during pregnancy or maternity leave
- Challenge discriminatory assumptions about pregnancy or maternity, and
- Prevent you from being disadvantaged during pregnancy or maternity leave and take account of your needs during pregnancy or maternity leave.

Marriage or Civil Partnership

We will:

- Ensure you are treated with respect and dignity regardless of marriage or civil partnership status
- Challenge discriminatory assumptions about the marriage or civil partnership of our employees, and
- Prevent you from being disadvantaged as a result of your marriage or civil partnership status.

Employees on Part Time and Fixed Term Contracts

As a part time or fixed term employee, you will be treated the same as comparable full time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate).

Equal Pay

We will ensure you have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

Raising a Concern

If you believe you have suffered discrimination you can raise the matter through our "Grievance Policy and Procedure" or through our "Harassment and Bullying Policy" as appropriate. Both policies can be found on our Sharepoint.

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