

More Recruitment SLC LTD

This policy applies to:

- All More Recruitment SLC LTD personnel (employees, workers, consultants, agency workers and other temporary staff such as interns or those on work experience placements etc); and
- All aspects of More Recruitment SLC LTD relationship with personnel and to relations between personnel at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.

Introduction and Aims

More Recruitment SLC LTD recognises the value of equality, diversity and inclusion and is committed to celebrating diversity and providing equality of opportunity and fair treatment for all. Our aim is to create an environment where everyone is treated fairly, with dignity and with respect regardless of difference.

More Recruitment SLC LTD values diversity because we recognise that different people with different backgrounds and experiences can bring valuable insights that contribute to the business. More Recruitment SLC LTD wishes to promote equality and diversity within the business. More Recruitment SLC LTD is a company that is inclusive for all.

Our commitment to equality will be applied regardless of the protected characteristics of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation, and regardless of dependants, part-time or fixed-term status, or membership or non-membership of a trade union.

Our aim is to promote a climate in which employees feel able to raise complaints of harassment, bullying or discrimination without fear of victimisation.

More Recruitment SLC LTD is committed to respecting the dignity of everyone within the workforce, customers, third party suppliers and visitors, actively challenging unacceptable actions and behaviours such as bullying and harassment, ensuring that there is no discrimination in the recruitment and selection, training, promotion, terms and conditions, benefits or dismissal.

More Recruitment SLC LTD opposes all forms of unlawful and unfair discrimination, and any breaches of this policy by any employee will be dealt with via the grievance and disciplinary policy and procedure.

Acts of discrimination, harassment, abuse or victimisation will be treated as a serious disciplinary offence and in some circumstances may be classed as gross misconduct which could lead to dismissal.

This policy is non-contractual and will be subject to amendment and review as legislation and practice codes are introduced and updated.

Implementation Arrangements

[**Company name**] is committed to the implementation of this policy and will ensure the following actions take place:

- All employees will be made aware of the Equal Opportunities Policy and of how they can obtain a copy.
- All new employees will receive a copy of the Equal Opportunities Policy at induction.

- Training on equality will be provided for employees at all levels within [**Company name**]. All managers and others involved in the implementation of company employment policies will receive appropriate training. Employees will receive training during induction and at other appropriate times during their employment to ensure awareness and understanding of this policy.
- Agency workers, contractors and consultants will be made aware of the Equal Opportunities Policy and the expectations of [**Company name**] in terms of fair and equitable practices.
- Workforce and applicant monitoring in respect of equality diversity and inclusion will be conducted and the results utilised to inform [**Company name**] about future practice.
- External recruitment agencies involved in searching for applicants or providing temporary staff will be made aware of the Equal Opportunities Policy and understand that they will be expected to adhere to it when acting on [**Company name**]'s behalf.

Forms of Discrimination

Direct discrimination: treating someone in a less favourable way because they possess a protected characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

Indirect discrimination: where a policy or practice puts people with a particular protected characteristic at a disadvantage without that policy or practice being objectively justifiable. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

Victimisation: treating someone less favourably because they have complained about discrimination or harassment, or given evidence or information when someone else has complained about discrimination or harassment.

Harassment: this includes sexual harassment and unwanted behaviour which is physical, verbal or can be communicated via non-verbal gestures or via written communications. Such behaviour is linked to a protected characteristic and violates someone's dignity or creates a humiliating or offensive environment.

Discrimination by association: occurs where a victim of discrimination does not have a protected characteristic but is discriminated against because of their association with someone who does e.g. the parent of a disabled child.

Discrimination by perception: occurs where there is discrimination against someone because of a belief that they have a protected characteristic, whether they have it or not.

Disability Discrimination

This includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact your manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your manager may wish to consult with you and your medical adviser(s) about possible adjustments. We will

consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they place disabled workers or job applicants at a substantial disadvantage compared to other staff. Where reasonable, we will take steps to improve access for disabled staff and visitors.

Fixed-Term Employees and Agency Workers

[**Company name**] will monitor the use of fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. We will, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

Part-time Work

More Recruitment SLC LTD will monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will ensure requests to alter working hours are dealt with appropriately under the Flexible Working Policy.

Recruitment

More Recruitment SLC LTD recognises the benefits of having a diverse workforce and will take steps to ensure that it attracts and recruits from the widest pool of qualified candidates. Job advertisements will state that More Recruitment SLC LTD is an equal opportunities employer.

More Recruitment SLC LTD will also ensure that there is equality of opportunity at all stages of the recruitment process.

Selection criteria and processes will be free from bias and the selection of employees will be on merit only.

All recruitment agencies acting for More Recruitment SLC LTD will be provided with a copy of the Equal Opportunities Policy and will be required to adhere to it when acting on More Recruitment SLC LTD behalf.

Employees responsible for recruitment will receive training and / or guidance in equality, diversity and inclusion.

Conditions of Service

More Recruitment SLC LTD will treat all employees equally and create a working environment which is free from discrimination and harassment, and which respects the diverse backgrounds and beliefs of employees. The terms and conditions of employment and the provision of benefits will be applied fairly and equitably to all employees.

Time off for religious reasons will be considered in line with the requirements of the business.

Pay will be monitored to identify any gender pay gap present in the organisation. Action will be taken to remove any pay imbalance, which is not solely based upon the duties and responsibilities allocated to the individuals concerned.

Promotion

Promotion and other employment opportunities, such as transfer or secondment, will be open and accessible to all, and based solely on merit.

Training

All employees will have equal access to training and other career development opportunities appropriate to their role, experience and abilities.

Bullying and Harassment

More Recruitment SLC LTD will not tolerate any bullying or harassment and will treat all occurrences of it seriously.

Bullying is described by ACAS as: offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient whilst harassment is described as unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

All employees are strongly encouraged to report instances of bullying and harassment and will be supported appropriately. Anyone found to have perpetrated such actions will be subject to disciplinary and grievance procedures and could be dismissed. For further details please see More Recruitment SLC LTD Anti- Bullying and harassment policy available on More Recruitment SLC LTD's intranet site.

How to raise a complaint under this policy

Informal complaints

An employee has the opportunity to raise a complaint using this policy if they feel that they have experienced any form of discrimination.

In the first instance, an employee should speak to their manager or if the issue relates to their manager, to the more senior manager or HR. It is advisable to action a complaint as soon after the event or events have occurred.

It is an important feature of the procedure that, except in cases of alleged serious discrimination, that the above informal procedure should be used, at least at first. The behaviour complained of may be unintentional and can often be resolved by the manager or HR speaking informally to the person creating the problem.

The employee should keep a note of the times and nature of all incidents and any witnesses.

Formal complaints

If matters cannot be resolved informally, the employee should be given the opportunity to address this matter formally under More Recruitment SLC LTD grievance procedure.

Under these procedures the employee will be invited to attend a meeting to discuss their grievance. More information about the formal grievance procedure can be found in the grievance and disciplinary policy and procedure, available on More Recruitment SLC LTD's intranet.

More Recruitment SLC LTD will treat seriously any grievance raised on the grounds of discrimination. Action will be taken accordingly under the guidelines of More Recruitment SLC LTD Grievance and Disciplinary Policy and Procedure.

Protection from Victimisation

Employees should not be victimised if they have raised a complaint, or supported someone else who has raised a complaint, under this policy. If an employee believes they have been victimised, they should immediately contact the HR department.

More Recruitment SLC LTD will treat seriously any complaints of victimisation and will address all such complaints under More Recruitment SLC LTD's grievance and disciplinary policy and procedure.

Disciplinary Action

Where an informal resolution is not possible and a formal grievance has been raised, the matter may become a disciplinary issue, which will be managed under the grievance and disciplinary policy and procedure.

If an employee has made an unfounded allegation of discrimination for malicious reasons, then they could be subject to disciplinary action.

A full investigation will take place before disciplinary action is taken as outlined in the grievance and disciplinary policy and procedure.

Responsibilities

The Chief Executive Officer has overall responsibility for ensuring the correct application and implementation of the policy.

All managers have a responsibility for:

- ensuring the non-discriminatory treatment of all job applicants and employees;
- identifying and reducing or removing discriminatory attitudes and practices within the organisation;
- raising the level of employee awareness of the policy's existence;
- dealing fairly and speedily with any discriminatory issue raised in the course of employment; and
- supporting and contributing to the monitoring and review process.

All employees have a responsibility to apply this principle in practice:

- they must not victimise any individual who has raised a complaint or who has given information in respect of a complaint made including being a witness;
- they should inform their manager or the HR department if they have reasonable grounds for believing discrimination is taking place;
- they must not encourage others, or yield to pressure from others to discriminate unfairly; and
- All employees and other workers should be aware that they may be held personally liable under legislation for acts of discrimination which they commit, authorise or initiate.

Monitoring and review

This policy will be monitored and reviewed by More Recruitment SLC LTD annually (or more frequently if required) to ensure that it meets with current legislation and is working effectively within the organisation.

Other policies

This policy is supported by the following other policies and procedures:

- (a) Anti-Bullying and Harassment Policy;
- (b) Grievance Policy and Procedure;
- (c) Disciplinary Policy and Procedure;
- (d) Flexible Working Procedure;
- (e) Maternity, Paternity, Adoption and Parental Leave Policies;
- (f) Time Off for Dependents Policy; and