

Equality, Inclusion and Diversity Policy

A) STATEMENT OF POLICY

- 1) The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.
- 2) We recognise that discrimination is unacceptable. Equality of opportunity is a feature of our practices and procedures and we operate a formal policy. Breaches of the policy will lead to investigation and, if appropriate, further action.
- 3) The aim of the policy is to ensure that agency workers are not discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- 4) The employment business will ensure that the policy will be made available for all agency workers and made known to all applicants for work.
- 5) The policy will be communicated to all clients reminding them of their responsibilities towards equality of opportunity.
- 6) Whilst the employment business has no direct control over your place of work, we will endeavour to ensure that a neutral working environment is maintained, in which no agency worker feels under threat or intimidated.

B) RECRUITMENT AND SELECTION

- 1) The employment business will endeavour, through appropriate training, to ensure that employees making recruitment and assignment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- 2) A consistent and non-discriminatory approach will be taken to any advertising of vacancies.
- 3) Recruitment will not be confined to areas or media sources that provide only, or mainly, applicants of a particular group.
- 4) All applicants who apply for work will receive fair treatment and will be considered solely on their ability to do the work.
- 5) All employees involved in the recruitment, selection and assignment process will periodically review their selection criteria to ensure that they are related work requirements and do not unlawfully discriminate.
- 6) Interview questions will be related to the requirements of the work and will not be of a discriminatory nature.
- 7) The employment business will not disqualify any agency worker because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the type of work assignments being sought.
- 8) Selection decisions will not be influenced by any perceived prejudices of other staff.