

Equality and Diversity

Policy Statement

First Recruitment Group recognises that discrimination and victimisation is unacceptable and, it is in the interests of the Company, its employees and our clients to utilise the skills of the total workforce. It is the aim of the Company therefore to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of the following protected characteristics:

- Age
- Disability
- Gender
- Gender identity
- Marriage
- Civil partnership
- Pregnancy, Maternity
- Race, Religion or belief
- Sex, or sexual orientation

Diversity & Inclusion: Our Workforce

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

All employees, 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. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Diversity & Inclusion: Our Clients

In the provision of recruitment services for our clients, our staff will not discriminate directly or indirectly, because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Third Parties

Third-party harassment occurs where a Company employee is harassed, and the harassment is related to a protected characteristic, by third parties. First Recruitment Group will not tolerate such actions against its staff, and the employee concerned should inform their line manager at once that this has occurred. First Recruitment Group will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Rights of Disabled People

The Company attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training; provision of special equipment; reduced working hours
- include disabled people in training/development programmes
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Responsibilities of Management

The Board will ensure that all staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings
- Human Resources will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

Responsibilities of Staff

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements
- not discriminate in their day to day activities or induce others to do so
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic
- inform their manager if they become aware of any discriminatory practice.

Equality Training

Staff induction and refresher training is conducted on our Equality & Diversity Policy and procedures. Key policy features are also communicated via our internal newsletter.

External Benchmarking

Setting external benchmarks helps to assess our performance against our aims. We evaluate our performance against industry surveys.

Annual Review

Our ***Equality Monitoring Report*** provides an annual update on how we are performing against our objectives. This report aims to:

- enable us to determine if our policies, processes and procedures are meeting our equality goals
- identify any weaknesses in our equality activities
- help drive improvement in our policies, processes or procedures.

Grievances/Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the **Company Grievance or Harassment Procedures**.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the **Company Disciplinary Procedure**.

Policy Review

The effectiveness of this policy will be reviewed periodically to ensure it remains valid.

Related Policies:

1. *Company Grievance or Harassment Procedures*
2. *Company Disciplinary Procedure*
3. *Equality Monitoring Report*

Policy Area: HR	Version: 2	Approved Date: 12/2019
Title of Policy: Equality & Diversity Policy	Revision Date:	Approved By: John Urpi, CEO