

Responsible Reliable Recruitment
Recruitment Specialists to the Teaching Profession**Policy**

Responsible Reliable Recruitment Ltd. embraces diversity and aims to promote the benefits of diversity in all of our business activities. We seek to develop a business culture that reflects that belief. We will expand the media in which we recruit to in order to ensure that we have a diverse employee and candidate base. We will also strive to ensure that our clients meet their own diversity targets.

Responsible Reliable Recruitment Ltd. is committed to diversity and will promote diversity for all employees, workers and applicants. We will continuously review all aspects of recruitment to avoid unlawful discrimination. Responsible Reliable Recruitment Ltd. will treat everyone equally and will not discriminate on the grounds of an individual's "protected characteristic" under the Equality Act 2010 (the Act) which are age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We will not discriminate on the grounds of an individual's membership or non-membership of a Trade Union. All staff have an obligation to respect and comply with this policy. Responsible Reliable Recruitment Ltd is committed to providing training for its entire staff in equal opportunities and diversity. Responsible Reliable Recruitment Ltd. will avoid stipulating unnecessary requirements which will exclude a higher proportion of a particular group of people and will not prescribe discriminatory requirements for a role.

Responsible Reliable Recruitment Ltd. will not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Responsible Reliable Recruitment Ltd. will ensure that each candidate is assessed in accordance with the candidate's merits, qualifications and ability to perform the relevant duties for the role.

As a corporate member of the Recruitment and Employment Confederation (REC) the Company adheres to the REC 'Code of Professional Practice'.

1. Discrimination

Unlawful discrimination occurs in the following circumstances:

1.1. Direct discrimination

Direct discrimination occurs where one individual treats or would treat another individual less favourably because of sex, sexual orientation, gender reassignment, marital or civil partnership, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs ("the protected categories").

It is unlawful for a recruitment consultancy to discriminate against a person on the grounds of a protected category:

- in the terms on which the recruitment consultancy offers to provide any of its services;
- by refusing or deliberately omitting to provide any of its services;
- in the way it provides any of its services.

Direct discrimination would also occur if a recruitment consultancy accepted and acted upon a job registration from an employer which states that certain persons are unacceptable due to a protected category, unless one of the exceptions applies, for instance, the job demands a genuine occupational requirement or in the case of age, the discrimination can be lawfully justified.

1.2. Indirect Discrimination

Indirect discrimination occurs when a provision, criterion or practice (PCP) is applied but this results in people who share a protected characteristic being placed at a disadvantage in comparison to those who do not have the protected characteristic. If the PCP can be objectively justified it will not amount to discrimination.

If the vacancy requires characteristics which amount to an occupational requirement or the instruction is discriminatory but there is an objective justification, Responsible Reliable recruitment Ltd. will not proceed with the vacancy unless the client provides written confirmation of the occupational requirement, exception or justification. .

Responsible Reliable Recruitment Ltd. will use best endeavours to comply with the Act and will not accept instructions from clients that will result in unlawful discrimination.

Harassment

Under the Act, harassment is defined as unwanted conduct that relates to a 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. This includes unwanted conduct of a sexual nature.

Responsible Reliable Recruitment Ltd. is committed to providing a work environment free from unlawful harassment.

Responsible Reliable Recruitment Ltd. will ensure that the consultants do not harass any individual.

Examples of prohibited harassment are:

1. verbal or written conduct containing derogatory jokes or comments;
2. slurs or unwanted sexual advances;
3. visual conduct such as derogatory or sexually orientated posters;
4. photographs, cartoons, drawings or gestures which some may find offensive;
5. physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected characteristic basis;
6. threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours;
7. retaliation for having reported or threatened to report harassment.

If an individual believes that they have been unlawfully harassed, they should make an immediate report to Matthew Greatrex followed by a written complaint as soon as possible after the incident. The details of the complaint should include:

- Details of the incident
- Name(s) of the individual(s) involved
- Name(s) of any witness(es)

Responsible Reliable Recruitment Ltd. will undertake a thorough investigation of the allegations. If it is concluded that harassment has occurred, remedial action will be taken.

All employees and workers will be expected to comply with Responsible Reliable Recruitment's policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate disciplinary action.

Any individual who Responsible Reliable recruitment Ltd. finds to be responsible for harassment will be subject to the disciplinary procedure and the sanction may include termination of employment.

Victimisation

Under the Act victimisation occurs when an individual is treated unfavourably because he/she has done a 'protected act' which is bringing a claim for unlawful discrimination or raising a grievance about discrimination or giving evidence in respect of a complaint about discrimination.

Responsible Reliable Recruitment Ltd. will ensure that the consultants do not victimise any individual.

Disabled persons

Discrimination occurs when a person is treated unfavourably as a result of their disability.

Indirect discrimination occurs where a provision, criterion or practice is applied by or on behalf of an employer, or any physical feature of the employer's premises, places a disabled person at a substantial disadvantage in comparison with persons who are not disabled.

In recruitment and selection there may be a requirement to make reasonable adjustments.

Reasonable adjustments in recruiting could include:

- meeting the candidate at alternative premises which are more easily accessible;
- having flexibility in the timing of interviews;
- supporting an applicant through application procedures and application forms;
- providing any support or adjustments which the candidate would have received throughout his/her training/ qualification procedure

Wherever possible Responsible Reliable Recruitment Ltd. will make reasonable adjustments to hallways, passages and doors in order to provide and improve means of access for disabled employees and workers. However, this may not always be feasible, due to circumstances creating such difficulties as to render such adjustments as being beyond what is reasonable in all the circumstances.

Responsible Reliable Recruitment Ltd. will not discriminate against a disabled person:

- in the arrangements i.e. application form, interview or arrangements for selection for determining whom a job should be offered; or
- in the terms on which employment or engagement of temporary workers is offered; or
- by refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or
- in the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity; or
- by subjecting the individual to any other detriment (detriment will include refusal of training or transfer, demotion, reduction of wage, or harassment).

Responsible Reliable Recruitment Ltd. will make career opportunities available to all people with disabilities and every practical effort will be made to provide for the needs of staff, candidates and clients.

Age discrimination

Under the Act, it is unlawful to directly or indirectly discriminate against or to harass or victimise a person because of age. Age discrimination does not just provide protection for people who are older or younger. People of all ages are protected.

A reference to age is a reference to a person's age group. People who share the protected characteristic of age are people who are in the same age group.

Age group can have various references:

Under 21s

People in their 40s

Responsible Reliable Recruitment Ltd. will not discriminate directly or indirectly, harass or victimise any person on the grounds of their age. We will encourage clients not to include any age criteria in job specifications and every attempt will be made to encourage clients to recruit on the basis of competence and skills and not age.

Responsible Reliable Recruitment Ltd. is committed to recruiting and retaining employees whose skills, experience, and attitude are suitable for the requirements of the various positions regardless of age. No age requirements will be stated in any job advertisements on behalf of the company.

Although Responsible Reliable Recruitment Ltd. requests details of date of birth as part of its recruitment process, such information will not be used as selection, training or promotion criteria or in any detrimental way and is only for compilation of personal data, which the company holds on all employees and workers and as part of its equal opportunities monitoring process. In addition if under age 22 to adhere to Conduct of Employment Agencies and Employment Business Regulations 2003 and other relevant legislation applicable to children or young candidates.

Where a client requests age or date of birth, this will have to be under an occupational requirement or with an objective justification which should be confirmed in writing.

Part-time workers

This policy also covers the treatment of those employees and workers who work on a part-time basis, Responsible Reliable Recruitment Ltd. recognises that it is an essential part of this policy that part time employees are treated on the same terms, with no detriment, as full time employees (albeit on a pro rata

basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to our pension scheme. Responsible Reliable Recruitment Ltd. also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

Gender re-assignment policy

Responsible Reliable Recruitment Ltd. recognises that any employee or worker may wish to change their gender during the course of their employment with the Company.

Responsible Reliable Recruitment Ltd. will support any employee or worker through the reassignment.

Responsible Reliable Recruitment Ltd. will make every effort to try to protect an employee or worker who has undergone, is undergoing or intends to undergo gender reassignment, from discrimination or harassment within the workplace.

Where an employee is engaged in work where the gender change imposes genuine problems Responsible Reliable Recruitment Ltd. will make every effort to reassign the employee or worker to an alternative role in the Company, if so desired by the employee.

Any employee or worker suffering discrimination on the grounds of gender reassignment should have recourse to the Company's grievance procedure.

Recruitment of ex-offenders

Responsible Reliable Recruitment Ltd. has registered with the Disclosure and Barring Service (DBS) and has the authority to apply for criminal records checks on individuals because they are working with children or vulnerable adults or both. We will comply with the DBS's Code of Practice which includes having a policy on the recruitment of ex-offenders.

Complaints and monitoring procedures

Responsible Reliable Recruitment Ltd. has in place procedures for monitoring compliance with this policy and for dealing with complaints of discrimination. These are available from Matthew Greatrex and will be made available immediately upon request. Any discrimination complaint will be investigated fully.

This policy was adopted by Responsible Reliable Recruitment Ltd. in December 2013
Modelled on REC policy document 2 (2013)