

EQUAL OPPORTUNITIES & DIVERSITY POLICY

Serply Recruitment Ltd

1. Policy Statement

Serply Recruitment Ltd is committed to promoting equality, diversity, and inclusion in all aspects of its business activities.

We aim to ensure that no individual is subjected to unlawful discrimination, harassment, victimisation, or less favourable treatment on the grounds of any protected characteristic.

We recognise that fair and inclusive recruitment practices are essential to maintaining professional standards, supporting clients, and ensuring compliance with applicable UK legislation, including the Equality Act 2010.

Serply Recruitment Ltd is committed to creating a working environment in which all individuals are treated with dignity and respect and where diversity is recognised as a positive asset.

2. Scope

This policy applies to:

- Employees and representatives of Serply Recruitment Ltd
- Candidates seeking work through Serply Recruitment Ltd
- Temporary workers, contractors, and agency workers
- Clients and client workplaces where workers are supplied
- Suppliers and business partners where relevant

This policy applies throughout all stages of the recruitment lifecycle, including advertising, selection, placement, assignment, and ongoing engagement.

3. Purpose

The purpose of this policy is to:

- Ensure compliance with equality legislation
- Promote fair and inclusive recruitment practices
- Prevent discrimination, harassment, and victimisation
- Support equal access to employment opportunities
- Provide a clear framework for addressing concerns

4. Legal Framework

Serply Recruitment Ltd operates in accordance with applicable legislation, including:

- Equality Act 2010
- Employment Rights legislation
- Relevant codes of practice and guidance

Discrimination may be **direct or indirect** and includes harassment and victimisation as defined under the Equality Act 2010.

Protection applies on the basis of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race (including nationality and ethnic origin)
- Religion or belief
- Sex
- Sexual orientation

5. Principles

Serply Recruitment Ltd will ensure that:

- All individuals are treated fairly and consistently
- Recruitment decisions are based on merit, skills, and suitability
- No unlawful discrimination occurs at any stage of the recruitment process
- Reasonable adjustments are considered and implemented where appropriate
- Individuals are able to raise concerns without fear of detriment
- Clients are expected to provide inclusive and non-discriminatory working environments

Serply Recruitment Ltd may take lawful **positive action** to address under-representation where permitted by law but will not engage in unlawful positive discrimination.

Serply Recruitment Ltd will not accept or act upon any instruction from a Client that would result in unlawful discrimination.

6. Recruitment and Selection

Serply Recruitment Ltd will:

- Advertise roles in a non-discriminatory manner
- Assess candidates objectively against role requirements
- Avoid requesting unnecessary personal information
- Provide equal access to opportunities wherever reasonably practicable
- Consider reasonable adjustments during recruitment and assignment

All recruitment decisions will be based solely on objective criteria relevant to the role.

7. Reasonable Adjustments

Where a candidate or worker has a disability or specific requirement, Serply Recruitment Ltd will:

- Consider reasonable adjustments to support participation in recruitment and work
- Liaise with clients where necessary and appropriate
- Maintain confidentiality of relevant information

8. Harassment, Discrimination, and Victimisation

Serply Recruitment Ltd operates a zero-tolerance approach to:

- Harassment
- Bullying
- Discrimination
- Victimisation

This includes behaviour occurring:

- Within Serply Recruitment Ltd
- At client sites
- During recruitment processes
- In any work-related communication

All complaints will be taken seriously and addressed in accordance with the appropriate policies.

9. Responsibilities

Serply Recruitment Ltd will:

- Promote equality and inclusion
- Provide guidance to staff and clients
- Monitor compliance with this policy
- Investigate concerns promptly

Employees and representatives must:

- Treat others with dignity and respect
- Comply with this policy
- Report concerns where appropriate

Clients must:

- Provide a fair and inclusive working environment
- Not discriminate against workers supplied by Serply Recruitment Ltd
- Cooperate in resolving any equality-related concerns

10. Complaints and Reporting

Any individual who believes they have been subjected to discrimination, harassment, or unfair treatment should raise the matter with Serply Recruitment Ltd.

Concerns will be handled:

- Promptly
- Fairly
- Confidentially where possible

This policy should be read alongside:

- Complaints & Grievance Policy
- Anti-Harassment Policy
- Whistleblowing Policy

11. Monitoring and Review

Serply Recruitment Ltd will:

- Monitor recruitment practices and outcomes where appropriate
- Review this policy regularly
- Update the policy in line with legislative changes and best practice

12. Contact

For further information regarding this policy, please contact:

Serply Recruitment Ltd
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01244 646 892