

## Equal Opportunities Policy

This Policy is the work of The Recruitment Group and the detail set out herein represents confidential information of the Company and should not be disclosed beyond the intended recipient. Should you have any doubt as to whether this document should be disclosed to any party, please contact Compliance, who will provide you with advice and guidance.

### 1.0 Statement of Intent

1.1 This policy covers all employees, temporary colleagues, officers, consultants, contractors, volunteers, work experience, casual workers and agency workers and provide guidelines for managers and employees in relation to the Company's Equal Opportunities Policy.

1.2 This policy does not form part of any employee's contract of employment and the Company may amend it at any time. The Company may also vary the policy as appropriate in any case.

1.3 The policy covers multiple aspects and is broken down into varying categories for ease of reading.

### 2.0 About this Policy

2.1 The Company is committed to valuing and promoting diversity and equal opportunities in all areas of recruitment, employment, training and promotion.

2.2 The Company is committed to creating and maintaining an open and supportive environment and culture at work; and to promoting equal opportunities for the mutual benefit of the Company, its directors, employees and third parties who have dealings with the Company.

2.3 This policy sets out our approach to equal opportunities and for the avoidance of discrimination at work. It applies to all aspects of employment with the Company, including recruitment, pay and conditions, training, conduct at work, disciplinary and grievance procedures, and termination of employment.

### 3.0 Equal Opportunities Statement

The Company is committed to promoting equal opportunities in employment. You and any job candidates will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

## 4.0 Responsibilities

All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote the Company's aims and objectives with regard to equal opportunities.

## 5.0 Discrimination

5.1 You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers and visitors. This applies in the workplace, outside the workplace (when dealing with clients or other work-related contacts).

5.2 The following forms of discrimination are prohibited under this policy and are unlawful:

5.2.1) Direct Discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

5.2.2) Indirect discrimination: a provision or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have more childcare commitments than men.

5.2.3) Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

5.2.3) Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

5.2.4) Disability discrimination: 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.

## Protected Characteristics and Legal Protections

TRG recognises that discrimination based on certain characteristics is not only unethical but also unlawful. We are committed to upholding the principles of equality and anti-discrimination. The following are the protected characteristics and the laws that protect them:



- Age: Protection against age discrimination is provided by the Equality Act 2010.
- Disability: Individuals with disabilities are protected against discrimination by the Equality Act 2010.
- Gender Reassignment: The Equality Act 2010 prohibits discrimination against individuals undergoing or who have undergone gender reassignment.
- Marriage and Civil Partnership: The Equality Act 2010 ensures that individuals are not discriminated against based on their marital or civil partnership status.
- Pregnancy and Maternity: Protection against discrimination during pregnancy and maternity leave is provided by the Equality Act 2010.
- Race and Ethnicity: The Equality Act 2010 protects individuals from discrimination based on their race, colour, nationality, or ethnic origin.
- Religion or Belief: Discrimination based on religion or belief is prohibited under the Equality Act 2010.
- Sex: The Equality Act 2010 safeguards against discrimination based on sex or gender.
- Sexual Orientation: Protection against discrimination based on sexual orientation is provided by the Equality Act 2010.

## 6.0 Recruitment and Selection

6.1 Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination.

6.2 Shortlisting should be done by more than one person and with the involvement of the HR, where possible.

6.3 Vacancies should generally be advertised to a diverse section of the labour market.

6.4 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

6.5 Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of HR.

6.7 Exceptions are:

a) Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).

- b) Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- c) Positive action to recruit disabled persons.
- d) Equal opportunities monitoring (which will not form part of the selection or decision-making process). Where necessary, job offers can be made conditional on a satisfactory medical check

## 7.0 Right to Work

7.1 The Company is required by law to ensure that all employees are entitled to work in the UK (Right to Work Checks).

7.2 Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport or visa) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the Company Hub.

7.3 The Company is proud of its diverse workforce, and it expects all workers to be provided with the same opportunity to access work regardless of their age, disability, gender reassignment, marriage/civil partnership, pregnancy race, religion, sexual orientation or nationality.

## 8.0 Training, Promotion and Conditions of Service

8.1 Training needs will be identified through regular 1-2-1's You will be given appropriate access to training to enable you to progress within the Company and all promotion decisions will be made on the basis of merit.

8.2 The Company's conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all of you who should have access to them and that there are no unlawful obstacles to accessing them.

## 9.0 Termination of Employment

9.1 The Company will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

9.2 The Company will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in warnings, dismissal or other disciplinary action.



## 10.0 Disabilities

10.1 If you are disabled or become disabled, the Company encourages you to tell your line manager about your condition so that the Company can support you as appropriate. Please contact Stacy Bone in the first instance.

10.2 If you experience difficulties at work because of your disability, you may wish to contact your line manager or HR to discuss any reasonable adjustments that would help overcome or minimise the difficulty.

10.3 Your line manager may wish to consult with you and seek medical advice about possible adjustments.

10.4 The Company will consider adjustments carefully and try to accommodate your needs within reason. If the Company considers a particular adjustment would not be reasonable, an explanation will be provided to you and an alternative solution will be sourced where possible.

## 11.0 Part-Time and Temporary Staff

Part-time and Temporary staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms unless different treatment is justified and can be explained.

## 12.0 Breaches of this Policy

12.1 The Company adopts a strict approach to breaches of this policy, which will be dealt with in accordance with the Company's Disciplinary Policy and Procedure.