



## **EQUAL OPPORTUNITIES POLICY**

### **1. GENERAL**

- 1.1 RD Recruitment Limited is committed to a policy of equal opportunities for all employees, workers and applicants, shall adhere to such a policy at all times, and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. RD Recruitment Limited will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership/non-membership of a Trade Union; and places an obligation upon all staff to respect and act in accordance with the policy. RD Recruitment Limited is committed to providing training for all staff in equal opportunities practice.
- 1.2 RD Recruitment Limited shall 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. RD Recruitment Limited will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.
- 1.3 RD Recruitment Limited will not accept instructions from Clients that indicate an intention to discriminate unlawfully.

### **2. SEX AND RACE DISCRIMINATION**

Unlawful sex or race discrimination occurs in the following circumstances:

#### **2.1 Direct Discrimination**

Under the Sex Discrimination Act 1975 and the Race Relations Act 1976 direct discrimination occurs where one individual treats another individual less favourably on grounds of their sex, colour, race, nationality, ethnic or national origins:

- a) In the terms on which the Recruitment consultancy offers to provide any of its Services;
- b) By refusing or omitting to provide any of its services;
- c) 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 because of their sex, colour, race, nationality, or ethnic or national origins, unless one of the exceptions applies.

#### **2.2 Indirect Discrimination**

- a) A claim of indirect discrimination arises when an employer applies a requirement or condition generally, but which is such that proportion of persons from one racial group who can comply with it is considerably smaller than the proportion of persons not of that racial group who can comply with it.



- b) Indirect discrimination would also occur if a recruitment consultancy accepted and acted upon an indirectly discriminatory instruction from an employer.
- c) RD Recruitment Limited will not discriminate unlawfully when selecting candidates or temporary workers for submission or a vacancy or assignment or in any terms of employment or terms of engagement for temporary workers.

### **3. DISABILITY DISCRIMINATION**

3.1 Under the Disability Discrimination Act 1985, disability discrimination occurs if for a reason which relates to the disabled person's disability an individual:

- a) Treats him less favourably than he treats, or would treat others to whom that reason does not or would not apply.
- b) The employer cannot show that the treatment in question is justified.

3.2 RD Recruitment Limited will not discriminate against a disabled job applicant or employee on the grounds of disability:

- In the arrangements i.e. application form, interview and arrangements for selection for determining to 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 him or her to any other detriment (detriment will include refusal of training, transfer, demotion, reduction of wage; or harassment).

3.3 Wherever possible RD Recruitment Limited will accordingly 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.

3.4 Wherever possible RD Recruitment Limited will make reasonable adjustments to the hallways, passages and doors in order to provide and improve means access for disabled employees and workers. However, this may not always be feasible.

### **4. AGE DISCRIMINATION**

4.1 RD Recruitment Limited will encourage clients not to include any age criteria or other subjective criteria in job specifications and every attempt will be made to persuade clients to recruit on the basis of competence and skill and not age.



- 4.2 RD Recruitment Limited is committed to recruiting and retaining employees whose skills, experience, and attitude are appropriate to the requirements of the various positions regardless of age.
- 4.3 As far as is reasonably possible and in the most exceptional circumstances no age requirements will be stated in any job advertisements on behalf of the company.
- 4.4 RD Recruitment Limited will request age as part of its recruitment process but information will not be used in any detrimental way and is for compilation of personal data, which the company holds on all employees and workers.

## **5. COMPLAINTS AND MONITORING PROCEDURES**

RD Recruitment Limited has in place procedures for dealing with complaints of discrimination. These are available from Mr. Craig Bruce, Managing Director and will be made available immediately upon request.

## **6. PART-TIME & AWR AFFECTED WORKERS**

This Equal Opportunities Policy also covers the treatment of those employees and workers who work on a part-time basis. RD Recruitment Limited recognises that it is an essential part of this policy that part-time employees are treated on the same terms as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave and parental and domestic incident leave. RD Recruitment Limited also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations. RD Recruitment Limited is fully committed to complete compliance with the Agency Workers Regulations, which came into force on October 1<sup>st</sup> 2011.