

## EQUALITY POLICY

### 1 Our policy

- 1.1 We are committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is to promote and provide a working environment in which workers feel respected and able to give of their best.
- 1.2 To that end, the purpose of this policy is to provide equality and fairness for all who work with us and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, religion or philosophical belief, sexuality, part-time or fixed-term status or age. We oppose all forms of unlawful and unfair discrimination.
- 1.3 All workers, 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 workers will be helped and encouraged to develop their full potential and the talents and resources of our workforce will be fully utilised to maximise the efficiency of our organisation.
- 1.4 Faststream 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. Faststream 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. Faststream Recruitment Limited will not accept instructions from clients that indicate an intention to discriminate unlawfully.
- 1.5 Our policy is fully supported by senior management. It is not contractual and to ensure that it complies with the law and remains effective and relevant we reserve the right to amend it as necessary from time to time.

### 2 Our commitment

We are committed to:

- Creating an environment in which individual differences and the contributions of all our workers are recognised and valued;
- Providing a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated;
- Making training, development and progression opportunities available to all workers;

- Reviewing our employment practices and procedures to ensure fairness;
- Taking action if this policy is breached. Breaches will be regarded as misconduct and could lead to disciplinary proceedings. Serious breaches will be treated as gross misconduct which, depending on the circumstances, could result in dismissal without notice and without any money in lieu of notice; and
- Monitoring and reviewing this policy regularly.

### 3 **Implementation**

3.1 The Directors are responsible for the effective implementation of this policy. However, we all have an individual responsibility to abide by and support the policy.

3.2 To implement this policy we will take reasonable steps to:

- Effectively communicate the policy to all of our workers, for example through putting it on the intranet and making it known to job applicants;
- Make managers and supervisors and those involved in recruitment aware of their responsibilities;
- Design advertisements and recruitment drives to effectively implement this policy; and
- Carry out appropriate monitoring of job applicants and, where appropriate, our workforce to assess how effective this policy is.

### 4 **Harassment and Bullying and Grievance Procedures**

4.1 If you believe you have suffered any form of harassment, bullying or any form of discrimination you should raise the matter through our Grievance Procedure. These procedures are on the intranet and further copies are available from Mark Charman or Chris Bramley. All such complaints will be dealt with seriously, sympathetically, fairly, without undue delay and, where practicable, confidentially.

4.2 Every effort will be made to ensure you will not be victimised for making a complaint. Any complaint of victimisation will be dealt with seriously, without undue delay and, where practicable, confidentially. Victimisation will be treated as gross misconduct and may, depending on the circumstances, result in dismissal without notice and without any money in lieu of notice.