

Our Policy Statement

R 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 ensure that we have a diverse employee and candidate base. We will also strive to support our clients in meeting their own diversity targets.

We are committed to equality and diversity and will promote diversity for all employees, workers and applicants. We will continuously review all aspects of recruitment to avoid unlawful discrimination. We 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.

Who does it apply to?

All Employees, Workers and Contractors have an obligation to respect and comply with this policy.

Policy Principles

To comply with relevant equality legislation, the Equality Act 2010, Codes of Practice and relevant best practice guidance.

To provide equality, fairness and respect for all who enter into engagement with R Recruitment, whether full time, part time or temporary.

To not unlawfully discriminate because of the Equality Act 2010 protected characteristics.

To oppose and avoid all forms of discrimination.

To encourage equality and diversity in the workplace as a matter of good practice.

To create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity for all.

To take any complaints of bullying, harassment, victimisation and unlawful discrimination seriously.

Discrimination

Under the Act unlawful discrimination occurs in the following circumstances:

Direct discrimination - Direct discrimination occurs when an individual is treated less favourably because of a protected characteristic. Treating someone less favourably means treating them badly in comparison to others that do not have that protected characteristic.

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.

R 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.

R Recruitment Ltd is committed to providing a work environment free from unlawful harassment. Some examples of harassment are:

- Insensitive jokes and pranks;
- Lewd comments about appearance;
- Unnecessary body contact and unwanted communications;
- Speculation about a person's private life or activities;
- Threatened or actual violence (bullying); and,
- Requests for sexual favours and/or; threat of dismissal or loss of promotion if sexual favours are refused.

Recruitment of Ex-Offenders

Where R Recruitment has registered with the Disclosure and Barring Service (DBS) and has the authority to apply for criminal records checks on individual 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

Anyone who suffers or witnesses any form of bullying, harassment, victimisation or discrimination has the right to complain about it and to have the complaint dealt with in accordance with this policy. A report should be made to info@rragency.uk followed by a written complaint as soon as possible after the incident.

We will undertake a thorough investigation of the allegations and take any remedial action where required.

Failure to Comply

R Recruitment will not tolerate processes, attitudes and behaviour that amounts to direct/indirect discrimination, harassment, victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping. Any employee who is found to be in breach of this policy will be subject to the Company disciplinary procedure which may result in their dismissal on the grounds of gross misconduct without pay of notice.

Review of Policy

R Recruitment Ltd may review this policy from time to time and when required in line with legislative changes.

Signature:	
Print Name:	R Krawcewicz
Title:	Director