

<b>Company Name:</b>	Twenty-Four Seven Recruitment Services Ltd					
<b>Policy Name:</b>	<b>EQUAL OPPORTUNITIES &amp; ANTI-HARASSMENT POLICY</b>					
<b>Review Date:</b>	V1 06.04.20	V2 10.02.22	V3 13.03.24			

## **SECTION A – EQUALITY OF OPPORTUNITY**

### **1. Background**

- 1.1 The Company is an equal opportunity employer. We are committed to ensuring within the framework of the law, that our workplace is free from unlawful discrimination on the grounds of race, religion or belief, sex, sexual orientation, gender reassignment, age, marital status, disability, pregnancy or maternity.
- 1.2 We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following equal opportunity policy as a means of helping to achieve these aims.

### **2. Implementing equality of opportunity**

- 2.1 Recruitment and employment decisions will be made on the basis of fair and objective criteria.
- 2.2 The requirements of job applicants and existing members of staff who have a disability will be reviewed, to ensure that wherever possible reasonable adjustments are made, to enable them to enter into or remain in employment with us. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.
- 2.3 Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.
- 2.4 All staff have a right to equality of opportunity and a duty to implement this policy. Breach of the Equal Opportunities Policy is potentially a serious disciplinary matter. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the grievance procedure.

## **SECTION B – ANTI-HARASSMENT**

### **3 Background**

- 3.1 We are committed to providing a working environment free from harassment and ensuring all staff are treated, and treat others, with dignity and respect.
- 3.2 This policy covers harassment which occurs at work and out of the workplace, such as on business trips or at work-related events or social functions. It covers harassment by staff (which may include consultants, contractors and agency workers) and also by third parties such as customers, suppliers or visitors to our premises.

### **4 What is harassment?**

- 4.1 Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.
- 4.2 It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.
- 4.3 Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to 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. Harassment is unacceptable even if it does not fall within any of these categories.
- 4.3.1 Harassment may include, for example:
- 4.3.2 unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- 4.3.3 unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- 4.3.4 offensive emails, text messages or social media content; or
- 4.3.5 mocking, mimicking or belittling a person's disability.
- 4.4 A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.
- 4.4.1 **If you are being harassed**
- 4.5 If you are being harassed, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to your line manager or the Human Resources Department, who can provide confidential advice and assistance in resolving the issue formally or informally.

- 4.6 If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our Grievance Procedure.
- 4.7 We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible.
- 4.8 Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed by an employee the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. If the harasser is a third party such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

**4.8.1 Protection and support for those involved.**

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

**4.8.2 Record-keeping**

Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process.

- Raise a grievance concerning equality or discrimination.
- Do anything else for the purposes of (or in connection with) the Equality Act, such as bringing an employment tribunal claim of discrimination.

## Harassment Policy

Harassment pollutes the working environment and can have a devastating effect on the health, confidence, morale and performance of those affected by it. It may also have a damaging effect on other employees not themselves the object of unwanted behaviour who are witness to it or who have knowledge of the behaviour. All employees/workers are entitled to a working environment which respects their personal dignity, and which is free from such objectionable conduct. Harassment is a disciplinary offence and it will normally be treated as gross misconduct.

## What is harassment?

Harassment is either:

- Unwanted conduct (whether verbal or not) which is of a sexual or racial nature, or other conduct based on someone's race or gender or marital status or disability or sexual orientation or religious or other philosophical belief or age which affects the dignity of men or women at work.
- Bullying of colleagues by intimidatory behavior.
- Unfavorable conduct at work, whether verbal or non-verbal, towards someone based on his/her race or gender or marital status or disability or sexual orientation or religious or other philosophical belief or age which could affect his/her dignity at work.

A single incident can amount to harassment if sufficiently grave. Examples of harassment include:

- Insensitive jokes and pranks.
- Lewd comments about appearance.
- Unnecessary body contact.
- Displays of sexually offensive material, e.g., Pin-ups.
- Repeated instances of minor harassment acts.
- Requests for sexual favours.
- Speculation about a person's private life and or sexual activities.
- Threatened or actual violence.
- Threat of dismissal, loss of promotion, etc. for refusal of sexual favours.

## What is Bullying?

Bullying is defined as any form of physical or verbal attack and/or threat of such, or the abuse of position, in order to attack or undermine the confidence or ability of another, or to place another employee under unreasonable pressure or subjecting another to detrimental treatment, by either act or omission.

The following examples may constitute bullying:

- Jokes about a person being either too old or too young to do a job properly.
- Threats, abuse, teasing, gossip, or practical jokes.
- Name calling, banter, insults, or devaluing with reference to age or physical appearance.
- Humiliation and ridicule either in private, at meetings or in front of customers/clients.
- Setting impossible deadlines, imposing excessive workloads or excessive monitoring.

All employees/workers have a responsibility to help create and maintain a working environment that respects the dignity of employees/workers. You should be aware of the serious and genuine problems which harassment and bullying can cause and ensure that your behaviour is beyond question and could not be considered in any way to be harassment or bullying. No one should practise or encourage such behaviour and should make it clear to all concerned that you find it unacceptable.

## Equal Pay Policy

The Company is committed to the principle of equal pay for men and women. In this context “pay” includes not only remuneration but also other benefits of employment such as promotion and training opportunities and access to facilities provided within the employment package from time to time.

We are committed to introducing and maintaining pay systems which are transparent, based on objective criteria and free from sex bias.

Women and men employed by us are entitled to equal pay if they are undertaking work which is substantially similar or is of equal value to the organisation unless there are specific and clear reasons unconnected with their sex which explain and justify any differential in pay. In some cases, individuals carrying out similar work may receive different salaries because of seniority, incremental points, qualifications and other such factors.

The Company encourages employees/workers to raise any query about their pay and its evaluation informally with their manager in the first instance. If their query is not resolved at this stage, the Company grievance procedure should be followed

## Dignity at Work Policy

The Company aims to ensure that all its employees/workers have dignity at work. That means that there are some types of behaviour that are unacceptable which will include the following:

- Being offensive, abusive, malicious, insulting or intimidating to a fellow employee
- Engaging in unjustifiable criticism towards a fellow employee
- Imposing a punishment upon a fellow employee without reasonable justification
- Changing an employee’s duties or responsibilities to his or her detriment without reasonable justification.

## Supporting Positive Mental Health

Life and work have become much busier in recent times. There seems to be too much to do and too little time to do it in. Consequently, more employees/workers are experiencing mental health issues at work. This may be stress, burnout, anxiety or depression. We wish to create an open and honest workplace where managers and employees/workers can discuss mental health issues, and to ensure the necessary support is known and offered to employees when needed.

Mental health issues at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly demanding work colleagues. As a reasonable Company, we try to ensure that you are in a pleasant working environment and that you are as free from mental health issues as possible.

If you feel you are experiencing concerns regarding your mental health which you think may be caused by work, you should raise your concerns to your manager who will ascertain how you can be supported by the Company.

Managers, when performing risk assessments on the activities of their department, will pay special attention to potential risks and signs of mental health issues at work will be noted.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to make reasonable adjustments or reassign that person to other work for which the risks are assessed as tolerable.

## Training

The Company is committed to training all employees/Workers about their rights and responsibilities under this Policy.

All managers are to ensure that all new employees/workers are made aware of this policy.

### Supplying labour

The Company and its employees are strictly required to refuse requests or instructions from clients to discriminate against applicants on the basis of their age, disability or health, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex (gender), and, sexual orientation, union membership, or other status.

The Company shall respect cultural differences and traditions where relevant in the workplace and the workplace of our end user clients.

### Complaints

You should support colleagues if they are experiencing any form of discrimination, harassment or bullying.

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. No one who raises a grievance under this policy in good faith will suffer any adverse consequences as a result of having done so.

### Non compliance

The Company will not tolerate processes, attitudes and behaviour that amounts to direct discrimination, associative discrimination, discrimination by perception or indirect discrimination including harassment, victimisation and bullying through prejudice, ignorance, thoughtlessness, and stereotyping.

Any employee/worker 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

The Human Resources Department may review this policy from time to time and when required in line with legislative changes.