

Equality and Diversity Policy

Purpose

This policy sets out our commitment to promoting equality, diversity and inclusion in all areas of our work. 24-7 Staffing aim to create a working environment and recruitment service where everyone is treated with dignity and respect, and where individual differences are valued.

Scope

This policy applies to:

- All employees, workers, agency workers, contractors and temporary staff
- All job applicants and candidates engaging with our recruitment services
- All clients, suppliers and third parties working with 24-7 Staffing
- All activities connected with recruitment, employment, training and business operations

This policy is underpinned by the Equality Act 2010 and other relevant UK legislation governing equality and anti-discrimination. 24-7 Staffing will ensure full compliance with statutory requirements.

Our Commitment

24-7 Staffing is committed to:

- Providing equal opportunities in all aspects of employment and recruitment
- Ensuring no individual is treated less favourably because of a protected characteristic
- Creating an inclusive workplace culture where everyone can contribute and achieve
- Ensuring fair, transparent and non-discriminatory recruitment and employment practices
- Providing reasonable adjustments throughout the recruitment and employment process
- Challenging discriminatory behaviour, instructions or decisions from any person or organisation
- Taking appropriate action where breaches of this policy occur

Protected Characteristics

24-7 Staffing will not tolerate discrimination based on any of the following protected characteristics under the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality and ethnic or national origins)

- Religion or belief
- Sex
- Sexual orientation

Definitions of Unlawful Conduct

To support understanding and compliance, the following behaviours are prohibited. This list is not exhaustive, and other forms of discrimination, harassment or victimisation may also constitute unlawful behaviour:

Direct discrimination

Treating someone less favourably because of a protected characteristic.

Indirect discrimination

Applying a provision, criterion or practice that places someone with a protected characteristic at a disadvantage and cannot be justified.

Harassment

Unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile or offensive environment.

Victimisation

Treating someone unfavourably because they have made, or intend to make, a complaint or allegation of discrimination.

Recruitment and Employment Practices

24-7 Staffing will:

- Advertise roles in an accessible and inclusive manner
- Use fair and objective criteria when shortlisting and selecting candidates
- Avoid assumptions or requirements that are not relevant to job performance
- Provide reasonable adjustments when requested or when a need is identified
- Monitor and challenge discriminatory requests from clients
- Ensure all employees follow non-discriminatory practices
- Keep recruitment and employment decisions based on merit, capability and business need

Reasonable Adjustments

24-7 Staffing will provide reasonable adjustments where these fall within our control, such as adaptations to our recruitment processes. Where adjustments relate to a client's workplace, we will assess the needs of the candidate and promptly inform the client of any required adjustments.

As we do not have authority over our clients' workplaces, we cannot guarantee that all adjustments can be implemented; however, we will work collaboratively with clients to support fair access and advocate for appropriate accommodations.

Responsibility

Every employee, irrespective of position or responsibility, must comply with this policy and support its application in all aspects of their work.

Monitoring and Continuous Improvement

24-7 Staffing will review its policies, procedures and working practices to ensure they remain fair, inclusive and compliant with current legislation and best practice. Feedback, concerns and complaints relating to equality and diversity will be considered as part of our commitment to continual improvement.

Raising Concerns

Anyone who believes they have been subject to discrimination, harassment or unfair treatment is encouraged to raise their concerns promptly. Issues can be raised through the Company's grievance procedure. All concerns will be taken seriously and investigated fairly. If such complaints are found to be well founded, disciplinary action will be taken against those responsible and in serious cases may result in dismissal.

Review

This policy will be reviewed regularly and may be altered from time to time in light of legislative changes or other prevailing circumstances.