

Equal Opportunities and Diversity Policy

Equal Opportunities and Diversity Policy Practice Code:

This code has been drawn up to ensure that as a member of the REC Partners Employment, of which **plum appointments** is a division, complies with all the legal requirements of the relevant legislation, and that the principle of equal opportunities and diversity for all is fully adhered to. As members of the REC Partners Employment, of which **plum appointments** is a division, should adhere to this code which seeks to establish the best practice in equal opportunities and diversity within the recruitment industry. Adherence to this code will be taken into account in investigations by REC regarding any complaints and issues relevant to the code.

1. General

plum appointments embraces diversity and will seek to promote the benefits of diversity and equal opportunity in all of our business activities. We will seek to develop a business culture that reflects that belief. We will seek to widen the media in which we recruit to ensure as diverse an employee and candidate base as possible.

plum appointments is committed to diversity and will promote diversity for all employees, temporary workers and applicants and shall adhere to such policy at all times. We will review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination.

plum appointments will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership

status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union, being Part Time or spent convictions, and places an obligation upon all staff to respect and act in accordance with the policy.

plum appointments is committed to providing training for its entire staff in equal opportunities practice. **plum appointments** shall avoid stipulating any unnecessary requirements which would exclude a higher proportion of a particular gender, sexual orientation, age, religion or racial group or which would exclude disabled job applicants; and will avoid prescribing any requirements as to marital or civil partnership status.

plum appointments will 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. **plum appointments** will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and abilities to perform the relevant duties required by the particular vacancy.

plum appointments will not accept instructions from clients that indicate an intention to discriminate unlawfully.

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1.1 plum appointments shall adhere to the equal opportunities and diversity policy at all times, and all employees of plum appointments accept that it is their personal duty to ensure that such a policy becomes fully effective.

1.2 plum appointments has a comprehensive equal opportunities and diversity policy, which states that everyone shall be treated equally irrespective of sex, marital status or civil partnership, age, disability, race, colour, religion or belief, ethnic or national origin, sexual orientation (the protected categories).

1.3 These policies also include:-

- Definitions of direct and indirect racial and sexual discrimination.
- Definitions of and policies regarding: Disability, Harassment, Gender Re-Assignment, Age, Part-Time Workers, Complaints and Monitoring.
- A statement that clients are encouraged not to include age criteria or other subjective criteria in job specification and that every attempt will be made to provide for the needs of staff, candidates and clients.
- A statement of the Partners Employment, of which plum appointments is a division, commitment to equal opportunities.
- The name of the person responsible for the policy.
- An obligation upon all staff to respect and act in accordance with the policy.
- Commitment to training in equal opportunities practice.

1.4 Age Discrimination: discrimination on grounds of age is unlawful,

plum appointments will not:

- Ask clients to indicate preferred age of candidates for a vacancy, or include age limits in records prepared for clients.
- plum appointments will question requests by clients to include age limits when registering vacancies.
- Directly or indirectly infer age as a criteria when placing vacancy advertisement. If a client insists on using such limits, the reasons for doing so should be included in the vacancy records, applicants outside the limits should be given due consideration.

1.5 Disability Discrimination: since discrimination on the grounds of disability is unlawful, plum appointments will not enquire about an applicant's health or disability before offering work prior to including the candidate in a pool of candidates from which plum appointments intends to potentially select the registered candidate for work. plum appointments does however reserve the right to enquire about a disability or health in the following circumstances:

- To establish whether the candidate can undertake an assessment or whether reasonable adjustments need to be made to enable an assessment.
- To establish whether the person will be able to undertake a function intrinsic or essential to the role.

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(Disability Discrimination: continued)

- For the purpose of monitoring diversity and positive action.
- To determine whether a person has a particular disability in cases where work is subject to a requirement that the candidate has a particular disability.
- To ensure that all mandatory legislative obligations that the Client may need to be met, onsite with regards to health questionnaires, are completed these health questionnaires will be intrinsically linked to the job role with the specific Client.

plum appointments will consult the REC if they are in any doubt about any aspect of this code.

2. Recruitment and Selection

plum appointments will not discriminate unlawfully.

- In the arrangements made for selecting and recruiting internal staff.
- When deciding which candidate/temporary worker is submitted for a vacancy or assignment.
- In any terms of employment or terms of engagement for temporary workers.

2.1 If the job/position comes within the definition of a genuine occupational qualification or any other statutory exception plum appointments will obtain written confirmation of the client.

2.2 plum appointments will describe the requirements and duties of the job/position accurately and will match those to the details of the individual accordingly.

2.3 plum appointments will ensure that each individual/candidate is assessed only in accordance with the individual's/candidates merits, qualification and ability to perform the relevant duties required by a particular job.

2.4 plum appointments will issue written guidelines to their employees on a fair selection procedures emphasising that plum appointments equal opportunities policy must be adhered to at all times.

2.5 plum appointments will review on an on-going basis all aspects of recruitment and selection procedures with a view to avoiding unlawful or undesirable discrimination.

3. Advertising

3.1 plum appointments will not publish an advertisement, which indicates or might reasonably be understood to indicate an intention by a person to act in any way, which is or might be unlawful.

3.2 plum appointments will review on an ongoing basis all advertisements to ensure that no particular individual/s or group/s are being directly or indirectly excluded, with regard to the requirements of the particular job/position.

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4. Training and information

4.1 plum appointments will provide a copy of their equal opportunities and diversity policy to all staff, and make clients and candidates aware that plum appointments has a commitment to equal opportunities. A copy of the equal opportunities and diversity policy is available to clients and candidates upon request.

4.2 plum appointments ensures that all relevant staff are conversant with the Equality Act 2010 and all relevant legislation, codes of practice and policies concerning discrimination, and with these guidelines.

4.3 plum appointments provides full training and information to all relevant staff on their responsibilities for maintaining in a policy of equal opportunity and diversity.

4.4 plum appointments provides the REC guidelines to staff on the procedures to be followed if clients attempt to give discriminatory instructions.

5. Monitoring

5.1 As part of their equal opportunities and diversity policy, plum appointments implements a procedure whereby at least every four months:

- Appropriate monitoring of the race and sex of candidates who are placed in permanent or temporary positions is collated. This information is carefully analysed to identify whether there are any blocks to equality and why these occur.

- If any evidence of irregularity is established from this process, a programme of action will be devised to overcome such irregularities.

5.2 plum appointments also ensures that all internal staff are treated equally, and that the monitoring process above is also applied to internal staff with regard to their terms and conditions of employment, promotion and transfers, grievance and disciplinary procedures and resignations, redundancies and dismissals.

5.3 plum appointments keeps a written record of the monitoring process described above.

If you have any questions regarding our Equal Opportunities and Diversity policy please speak to your Recruitment Consultant.

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