



## Equal Opportunity and Dignity at Work

JMR Recruitment Services Ltd are an equal opportunity employer and we are fully committed to treating all our Staff (you) and job applicants equally. We will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, dismissal and selection for redundancy.

We will take all reasonable steps to employ, train and promote you on the basis of your experience, abilities and qualifications without regard to:

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

These are known as “protected characteristics”.

We will also take all reasonable steps to provide a work environment in which you all are treated with respect and dignity and that is free from harassment and bullying based upon:

- Age
- Disability
- Gender reassignment
- Race (including colour, nationality and ethnic or national origins)
- Religion or belief
- Sex or sexual orientation

These are known as “anti-harassment protected characteristics”.

You are responsible for conducting yourself in accordance with this policy as we will not condone or tolerate any form of harassment, even from third parties who do business with us, such as **operatives**, clients, customers, contractors and suppliers.

We ask that you co-operate with us to ensure equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under our disciplinary procedure against anyone who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious acts of harassment will be treated as gross misconduct.



In addition, **Managers, Consultants, Resourcers and Administration staff** who had knowledge, that such discrimination or harassment had occurred in their department but who had taken no action to eliminate it will also be subject to disciplinary action.

You should also bear in mind that you can be held personally liable for any act of unlawful discrimination or harassment. Anyone who commits serious acts of harassment may also be guilty of a criminal offence.

You should tell your Manager of any suspected discriminatory acts or practices or suspected cases of harassment or bullying.

You must not victimise or retaliate against anyone who has made allegations or complaints of discrimination or harassment or who has provided information about an act of discrimination or harassment. Such behaviour will be treated as gross misconduct. You should support your colleagues who are making the complaint and those who provide witness information.

## **Bullying and harassment**

Bullying is offensive, it is intimidating behaviour and it is an abuse or misuse of power which undermines or humiliates a person.

Bullying is where someone harasses somebody else by engaging in unwanted conduct relating to an anti-harassment protected characteristic, and that conduct has the purpose or effect of violating that person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for him/her.

Bullying and harassment may be verbal, non-verbal, written or physical. Examples of unacceptable behaviour include, but are not limited to, the following:

- unwelcome sexual advances, requests for sexual favours, other conduct of a sexual nature
- subjecting too obscene or other sexually suggestive or racist comments or gestures, or other derogatory comments or gestures related to an anti-harassment protected characteristic
- the offer of rewards for going along with sexual advances or threats for rejecting sexual advances
- jokes or pictures of a sexual, sexist or racial nature or which are otherwise derogatory in relation to an anti-harassment protected characteristic
- demeaning comments about a person's appearance
- questions about a person's sex life
- the use of nick names related to an anti-harassment protected characteristic
- picking on or ridiculing a person because of an anti-harassment protected characteristic
- isolating a person or excluding him/her from social activities or relevant work-related matters



- because of an anti-harassment protected characteristic

### **Recruitment, advertising and selection**

Our recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications.

Advertisements will aim to positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, we will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants with a particular protected characteristic.
2. Avoid setting any unnecessary provisions or criteria which would exclude a higher proportion of applicants with a particular protected characteristic.

However, where a particular protected characteristic is an occupational requirement and that occupational requirement is a proportionate means of achieving a legitimate aim, we will apply that requirement to the job role and specify it in the advertisement.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The employee responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job.

Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of a new employee will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

### **Training and promotion**

We will train all Staff on equal opportunity to help them identify and deal effectively with discriminatory acts or practices or acts of harassment or bullying within your department. They will be responsible for actively promoting equal opportunities within their department.

We will also train our staff to help them understand their rights and responsibilities in relation to equal opportunities and dignity at work and what they can do to create a working environment that is free from discrimination, bullying and harassment.



## **Terms of employment, benefits, facilities and services**

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.

## **Equal pay**

We are committed to equal pay in employment. We believe all our staff should receive equal pay for like work. In order to achieve this, we will endeavour to maintain a pay system that is free from bias and based on objective criteria.

## **Reporting complaints**

If you wish to make a complaint of bullying or harassment, whether against a fellow employee or a third party, such as a client, customer, contractor or supplier, you should follow the following steps:

1. Be clear on your rights
2. Identify the person or group involved
3. Talk about your concerns with another person either a work colleague, family member, or a Manager.
4. Approach the person or group

*If still not rectified*

5. Report it as soon as possible to a Manager so that your allegation can be investigated promptly, any findings will be recorded and any actions required will be carried out swiftly.

*If still not rectified*

6. You will need to make a formal Grievance and to do this you must put your complaint in writing to the **Accounting Manager** and the Company's Grievance Procedure Policy will then be followed.

Unfortunately, the Company cannot action your complaint unless it is in writing.



*Please note:*

- Whilst confidentiality is maintained at all times. Any employee who is spoken to in regard to a harassment claim will be subject to disciplinary action should they discuss this further with other employees not involved in the investigation i.e. the identity of the complainant and the nature of the allegations must be revealed to the alleged harasser so that he/she is able to fairly respond to the allegations.
- Once any investigation has been completed, you will be informed in writing of the outcome and our conclusions and decision as soon as possible. We are committed to taking appropriate action with respect to all complaints of harassment which are upheld. If appropriate, disciplinary proceedings will be brought against the alleged harasser.
- You will not be penalised for raising a complaint, even if it is not upheld, unless your complaint was both untrue and/or made in bad faith, in which case disciplinary action will be considered.
- If your complaint is upheld and the harasser remains in employment, we will take all reasonable steps to ensure that you do not have to continue working alongside him/her if you do not wish to do so. We will discuss the options with you.
- If your complaint is not upheld, arrangements will be made for you and the alleged harasser to continue or resume working and to repair working relationships.

### **Monitoring equal opportunity and dignity at work**

We will monitor the effects of selection decisions, personnel, pay practices and procedures in order to assess whether equal opportunity and dignity at work are being achieved.

At management meetings discussions will be made to ascertain any problem areas within departments and to address any issues or concerns.