



Equality, Diversity & Inclusion (EDI)

Policy Statement

First Recruitment Group is committed to encouraging equality, equity, diversity, and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society, and for each employee to feel respected and able to give their best.

The organisation is also committed to supporting the EDI aims and goals of our clients.

Policy Purpose:

Provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time and not unlawfully discriminate protected characteristics of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

Our Commitment:

- To encourage equality, equity, diversity, and inclusion in the workplace as they are good practice and make business sense
- Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination
- Promote dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued
- Make reasonable adjustments to maintain the services of an employee who becomes disabled, for example, training; provision of special equipment; reduced working hours

- Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their aptitudes and abilities to allow them to be able to perform.

Responsibilities of Management

Senior management will ensure that all staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- All their staff are aware of the policy and the arrangements, and the reasons for the policy
- Grievances concerning discrimination are dealt with properly, fairly, and as quickly as possible
- Breaches of the policy will be regarded as misconduct and could lead to disciplinary proceedings
- People and Culture will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

Responsibilities of all Employees

Responsibility for ensuring that there are no unlawful discrimination rests with all employees; for example:

- Comply with the policy and arrangements
- Not discriminate in their day-to-day activities or induce others to do so
- Not victimise, harass, or intimidate other employees or groups who have, or are perceived to have one of the protected characteristics
- Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic
- Inform their manager if they become aware of any discriminatory practice.

Equality Training

Staff induction and refresher training is conducted on our policy and procedures. Key policy features are also communicated via our internal newsletter.

External Benchmarking

Setting external benchmarks helps to assess our performance against our aims. We periodically evaluate our performance against industry surveys.

Annual Review

Our **Corporate Social Responsibility (CSR) Report** provides an annual update on how we are performing against our objectives. This report aims to:

- Enable us to determine if our policies and procedures are meeting our equality goals
- Identify any weaknesses in our equality activities
- Help drive improvement in our policies or procedures.

Grievances/Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the ***Company Disciplinary & Grievance Policy***.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the ***Company Disciplinary & Grievance Policy***.

Policy Review

The effectiveness of this policy will be reviewed periodically to ensure it remains valid.

Responsibilities Matrix:

Managing Director	Overall responsibility for compliance with this policy
All Employees	Strick adherence to this policy
All other stakeholders	Strick adherence to this policy

Related Documents:

- ***Annual CSR Report***
- ***Company Disciplinary & Grievance Policy***
- ***Disability Confident – Job Shadowing***
- ***Guidance – Recruiting People with a Disability or Health Condition***
- ***Guidance – Supporting Employees who Acquire Disabilities or Long-Term Health Conditions***
- ***Maternity Leave Policy***
- ***Paternity Leave Policy***
- ***Social Value Policy***
- ***Welfare-at-Work Policy***
- ***Wellbeing Policy***
- ***Whistleblowing Policy***

Signed



Mark Isherwood
M.D

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