

## Equity, Diversity and Inclusion (EDI) Policy

### Our Commitment:

Prospectus embraces diversity and will seek to promote the benefits of diversity 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. We will strive to make sure that our clients meet their own diversity targets.

Prospectus is committed to equity, diversity and inclusion and will promote diversity for all employees, workers and applicants. We will continuously review all aspects of recruitment to avoid unlawful discrimination. Prospectus will treat everyone equally and will not discriminate on the any 'protected characteristics' under the Equality Act 2010 (the Act) which are age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We will not discriminate on the grounds of an individual's membership or non-membership of a Trade Union. All staff have an obligation to respect and comply with this policy. Prospectus is committed to providing training for its entire staff in equal opportunities and diversity. Prospectus will avoid stipulating unnecessary requirements which will exclude a higher proportion of a particular group of people and will not prescribe discriminatory requirements for a role.

Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

All employees, whether part time or full time will be treated fairly and equally.

Prospectus shall 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. Prospectus 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.

**Discrimination** Unlawful discrimination occurs in the following circumstances:

### **Direct discrimination**

Direct discrimination occurs when an individual is treated less favourably because of a protected characteristic. Treating someone less favourably means treating them badly in comparison to others that do not have that protected characteristic.

It is unlawful for a recruitment consultancy to discriminate against a person on the grounds of a protected category:

- in the terms on which the recruitment consultancy offers to provide any of its services

- by refusing or deliberately omitting to provide any of its services
- in the way it provides any of its services.

Direct discrimination would also occur if a recruitment consultancy accepted and acted upon a job registration from an employer which states that certain persons are unacceptable due to a protected category, unless one of the exceptions applies, for instance, the job demands a genuine occupational requirement or in the case of age, the discrimination can be lawfully justified.

### **Indirect Discrimination**

Indirect discrimination occurs where an agency or employer applies a provision, criterion or practice generally, which disadvantages a minority group in the community on the basis of a protected category.

Indirect discrimination would also occur if a recruitment consultant accepted and acted upon an indirectly discriminatory instruction from an employer.

If the vacancy requires characteristics which amount to a genuine occupational requirement or the instruction is lawfully discriminatory due to a statutory exception or objective justification, Prospectus will not deal further with the vacancy unless the client provides written confirmation of such genuine occupational requirement, exception or justification.

### **Complaints and Monitoring Procedures:**

Prospectus has in place procedures for monitoring compliance with this policy and for dealing with complaints of discrimination. These are available and will be made available immediately upon request.

The CEO is responsible for the effective operation of this policy.

In order to ensure the effective operation of this policy (and for no other reason) we will conduct diversity monitoring on all employees and applicants.

Any discrimination complaint will be investigated fully. Breaches of our equity, diversity and inclusion policy will be regarded as misconduct and could lead to disciplinary proceedings.

This policy will be reviewed yearly, or when a relevant legislation change takes place, whichever is earlier.