



## **Data Privacy Recruitment Ltd**

### **Data Privacy Recruitment's Equality, Diversity and Inclusion Policy**

#### **Purpose:**

Data Privacy Recruitment aims to encourage, value and manage Equality, Diversity and Inclusion (EDI). We oppose all forms of unlawful and unfair discrimination, harassment or victimisation. We wish to attain a workforce representative of society to ensure we secure the widest pool of talent available.

Data Privacy Recruitment does not discriminate against its employees, candidates, clients and service providers on the basis of gender, sexual orientation, marital or civil partner status, gender identity, race, colour, nationality, ethnic or national origin, religion or belief, pregnancy, disability or age.

This Policy, and other associated arrangements/policies, shall operate in accordance with statutory requirements (including the Equality Act 2010). In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments and/or any other statutory bodies.

#### **Our Commitment:**

- To create an inclusive culture where everyone can be valued for who they are and in which individual differences and the contributions of our staff are recognised and valued.
- Our recruitment, selection and assessment process will be based entirely on skills and competencies of the specific roles and appointments will be transparent and based entirely on merit.

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- We will ensure that individuals are treated equally and fairly and that decisions on training, development and progression opportunities are available to all staff and based on objective criteria.
- We will regularly review all our employment practices and procedures to ensure fairness.
- Breaches of our EDI Policy will be regarded as misconduct and could lead to disciplinary proceedings.

**Your responsibility as a Colleague:**

Data Privacy Recruitment is an EDI employer. EDI is about good employment practices and efficient use of our employees. Every employee has personal responsibility for the implementation of this policy. In particular, all members of staff should:

- 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 staff 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.

### **For Candidates and Clients:**

- Data Privacy Recruitment employees will not discriminate directly or indirectly, or harass candidates or clients because of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation in the provision of Data Privacy Recruitment's services
- Job advertisements used will be non-discriminatory. Similarly on and offline advertisements will be diverse and inclusive, targeting all suitable potential job applicants.
- Any selection criterion is based upon merit and the ability to do the job, regardless of sex, race, disability, age, sexual orientation, religion or philosophical belief.
- No job applicant or employee shall receive less favourable treatment than any another person does, on grounds that are discriminatory, in any form.

### **The responsibility of the Leadership at Data Privacy Recruitment**

The effective implementation and operation of the arrangements for EDI will rest with the Managing Director. Directors / Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination.

All managers and staff responsible for or involved in drafting job specifications, job advertisements, application sifting, selection interviewing, confirmation of appointments, completion of the performance management framework, consideration of employees for training and development and promotion opportunities will be made aware of and act in accordance with this policy.

Training will be provided for managers and staff to increase their awareness of this policy and the associated arrangements. This policy is covered in the company induction.

## **Raising Concerns:**

All employees have a right to pursue a complaint concerning discrimination, or bullying and harassment, and Data Privacy Recruitment will take all complaints of this nature seriously. This may be against them or others; individuals should refer to the Bullying and Harassment Policy. Data Privacy Recruitment is concerned to ensure that staff feel able to raise such concerns and no individual will be penalised for raising such a concern unless it is submitted maliciously or is made in bad faith.

Discrimination, harassment and victimisation will be treated as disciplinary offences, and they will be dealt with in accordance with the Data Privacy Recruitment Disciplinary Procedure.

DPR\_