

Equal Opportunities and Diversity Policy

1. Policy Statement

G J Associates Limited (“the Company”) is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination. This Policy aims to remove unfair and discriminatory practices within the Company and to encourage full contribution from its diverse community. The Company is committed to actively opposing all forms of discrimination. We are committed to diversity and will promote diversity for all employees, clients and candidates. We will continuously review all aspects of recruitment to avoid unlawful discrimination.

We seek to develop a business culture that reflects that belief. We will expand the media in which we recruit to ensure that we have a diverse employee and candidate base. We will also strive to ensure that our clients meet their own diversity targets.

G J Associates will treat everyone equally and will not discriminate on the grounds of an individual’s “protected characteristic” 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.

G J Associates will not discriminate unlawfully when deciding which candidate is submitted for a vacancy or assignment, or in any terms of employment. G J Associates will ensure that each candidate is assessed in accordance with the candidate’s merits, qualifications and ability to perform the relevant duties for the role.

All personal data used in connection with this Policy shall be collected, held, and processed in accordance with the Company’s Data Protection Policy.

2. Objectives of this Policy

- 2.1 To prevent, reduce and stop all forms of unlawful discrimination in line with the Equality Act 2010.
- 2.2 To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined based on capability, qualifications, experience, skills and productivity.

3. Definition of Discrimination

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. Discrimination may be direct or indirect and includes discrimination by perception and association.

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

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.

4. Types of Discrimination

4.1 Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

4.2 Indirect Discrimination

Indirect discrimination occurs when a provision, criterion or practice (PCP) is applied but this results in people who share a protected characteristic being placed at a disadvantage in comparison to those who do not have the protected characteristic. If the PCP can be objectively justified, it will not amount to discrimination.

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

G J Associates will use best endeavours to comply with the Act and will not accept instructions from clients that will result in unlawful discrimination.

4.3 Harassment

This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. G J Associates will ensure that all employees do not harass any individual and provide a suitable work environment that is free from harassment.

4.4 Victimisation

This occurs when a person is treated less favourably because they have brought or intend to bring proceedings or they have given or intend to give evidence. G J Associates will ensure that all employees do not victimise any individual.

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5. Unlawful Reasons for Discrimination

5.1 Sex

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women and those undergoing or intending to undergo gender reassignment. Sexual harassment of men and women can be found to constitute sex discrimination. G J Associates will not discriminate on grounds of sex.

5.2 Age

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. G J Associates will not discriminate directly or indirectly, harass or victimise any person on the grounds of their age. We will encourage clients not to include any age criteria in job specifications and every attempt will be made to encourage clients to recruit on the basis of competence and skills and not age. G J Associates is committed to recruiting and retaining employees whose skills, experience, and attitude are suitable for the requirements of the various positions regardless of age. No age requirements will be stated in any job advertisements on behalf of the client.

5.3 Disability

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to any services and ability to be employed, trained, or promoted as a non-disabled person. G J Associates will not discriminate against a disabled person.

5.4 Race

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin. G J Associates will not discriminate on grounds of race.

5.5 Sexual Orientation

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer or client cannot refuse to employ a person because s/he is gay, heterosexual or bisexual. G J Associates will not discriminate on grounds of sexual orientation.

5.6 Religion or Belief

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief. G J Associates will not discriminate on grounds of religion or beliefs.

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6. Responsibility for the Implementation of this Policy

All employees, subcontractors and clients of the Company are required to act in a way that does not subject any other employees, clients or candidates to direct or indirect discrimination, harassment or victimisation on the grounds of their race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

The co-operation of all parties is essential for the success of this Policy.

Employees may be held independently and individually liable for their discriminatory acts by the Company and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered as a result of discriminatory acts.

The Company takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.

7. Acting on Discriminatory Behaviour

In the event that an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to Directors of the Company.

8. The Extent of the Policy

8.1 The Company seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees. The Company offers services in a fashion that complies with the spirit of this Policy.

8.2 This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with the Company.

8.3 The Company reserves the right to amend and update this Policy at any time.

This policy has been approved & authorised by:

Name: Glenn Hobden

Position: Director

Date: 19 May 2022