

EQUALITY & DIVERSITY

Prestige Recruitment Specialists Limited is committed to a policy of equal opportunities for all employees, workers and applicants. We provide services which embrace diversity and which promote equality of opportunity in all aspects of recruitment to avoid unlawful or undesirable discrimination.

Prestige Recruitment Specialists Limited is committed to diversity and will promote diversity for all employees, workers and applicants and shall adhere to such a policy at all times. We will review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. Prestige Recruitment Specialists will treat everyone equally irrespective of gender, sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union or spent convictions, and places an obligation upon all staff to respect and act in accordance with the policy. Prestige Recruitment Specialists shall avoid stipulating any unnecessary requirements which would exclude a higher proportion of a particular gender, sexual orientation, age, religion or racial group or which would exclude disabled job applicants; and will avoid prescribing any requirements as to marital or civil partnership status.



Prestige Recruitment Specialists Limited shall not discriminate unlawfully when deciding which candidate is submitted for a vacancy or assignment. Prestige Recruitment Specialists Limited will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and ability to perform the relevant duties required by the particular vacancy.

Prestige Recruitment Specialists Limited will not accept instructions from clients that indicate an intention to discriminate unlawfully.

DISCRIMINATION

Unlawful discrimination occurs in the following circumstances:

Direct discrimination

Direct discrimination occurs where one individual treats or would treat another individual less favourably because of sex, sexual orientation, gender reassignment, marital or civil partnership, age disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs ("the protected categories").

It is unlawful for a recruitment agency 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 committing 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.

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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, Prestige Recruitment Specialists will not deal further with the vacancy unless the client provides written confirmation of such genuine occupational requirement, exception or justification.

DISABLED PERSONS

Discrimination

Direct discrimination against a person occurs where, a person is treated less favourably because of disability, either their own disability or because someone they are associated with has a disability.



Indirect discriminations occurs when a practice, criterion or provision which cannot be objectively justified is applied to everyone but results in person(s) with a disability being placed at a disadvantage.

Prestige Recruitment Specialists will not discriminate against a disabled person on the grounds of disability:

- In the arrangements i.e. application form, interview or arrangements for selection for determining to whom a job should be offered; or
- In the terms on which employment or engagement of temporary workers is offered; or
- By refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or
- In the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him/her any such opportunity; or
- By subjecting him/her to any other detriment (detriment will include refusal of training or transfer, demotion, reduction of wage or harassment).

Prestige Recruitment Specialists will accordingly make career opportunities available to all people with disabilities and every practical effort will be made to provide for the needs of staff, candidates and clients.

Wherever possible Prestige Recruitment Specialists will make reasonable adjustments to hallways, passages and doors in order to provide and improve means of access for disabled employees and workers. However, this may not always be feasible, due to circumstances creating such difficulties as to render such adjustments as being beyond what is reasonable in all the circumstances.

AGE DISCRIMINATION

Prestige Recruitment Specialists 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 persuade clients to recruit on the basis of competence and skills and not age.

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Prestige Recruitment Specialists 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 company.

As part of Prestige Recruitment Specialists commitment to equal opportunities it is part of our recruitment process to obtain your date of birth, however such information will not be used as selection, training or promotion criteria or in any detrimental way and is only for compilation of personal data, which the company holds on all employees and workers and is part of its equal opportunities monitoring process.

BULLYING AND HARRASSMENT

Prestige Recruitment Specialists Ltd is committed to providing a work environment free from bullying and harassment. Any form of bullying or harassment on grounds of sex, sexual orientation, gender reassignment, marital or civil partnership status, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or any other basis protected by legislation is unlawful and will not be tolerated by the Prestige Recruitment Specialists Ltd.

This policy prohibits bullying or harassment by any employee or worker of the Prestige Recruitment Specialists Ltd. Examples of prohibited bullying and/or harassment are:-

- Verbal or written conduct containing derogatory jokes or comments;
- Slurs or unwanted sexual advances;
- Visual conduct such as derogatory or sexually orientated posters;
- Photographs, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours;
- Retaliation for having reported or threatened to report harassment.

If you believe that you have been subjected to any form of bullying or harassed, you should report this immediately to the HR department followed by a written complaint as soon as possible after the incident. Your complaint should include:

- Details of the incident;
- The name or names of the individual or individuals involved;
- The name or names of any witness or witnesses.

Prestige Recruitment Specialists Ltd will undertake a thorough investigation of the allegations. If it is concluded that any bullying or harassment has occurred, appropriate action will be taken.

Any employee who Prestige Recruitment Specialists Ltd finds to be responsible for bullying or harassment will be subject to our disciplinary procedures which may be considered as gross misconduct, leading to termination of assignment/contract.

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GENDER REASSIGNMENT

- Prestige Recruitment Specialists recognises that an employee or worker may wish to change their gender during the course of their employment with the company.
- Prestige Recruitment Specialists will support any employee or worker through the reassignment.
- Prestige Recruitment Specialists will make every effort to try to protect an employee or worker, who has undergone, is undergoing or intends to undergo gender reassignment, from discrimination or harassment within the workplace.
- All employees and workers will be expected to comply with Prestige Recruitment Specialists policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate disciplinary sanction.
- Where an employee is engaged in work where the gender imposes genuine problems, Prestige Recruitment Specialists will make every effort to reassign the employee or worker to an alternative role in the company, if so desired by the employee.
- Any employee or worker suffering discrimination on the grounds of gender reassignment should make recourse of the company's grievance procedure.



PART TIME WORKERS

This Diversity Policy also covers the treatment of those employees and workers who work on a part-time basis, Prestige Recruitment Specialists Limited recognises that it is an essential part of this policy that part time employees are treated on the same terms, with no detriment, as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to our pension scheme. Prestige Recruitment Specialists Limited also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

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