

EQUAL OPPORTUNITY & DIVERSITY POLICY

1. General

1.1

i4C Executive Search (the Company) embraces diversity and will seek to promote the benefits of diversity in all our business activities. We will seek to develop a business culture that reflects that belief. We will strive to make sure that our clients meet their diversity targets.

1.2

The Company 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. The Company will treat everyone equally irrespective of 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. The Company is committed to providing training for its entire staff in equal opportunities practice.

1.3

The Company shall not discriminate unlawfully when deciding which candidate is submitted for a vacancy or assignment. The Company will ensure that each candidate is assessed on their individual merits, qualifications and abilities to undertake the duties required by the particular vacancy.

1.4

The Company will not accept instructions from clients that indicate an intention to discriminate unlawfully.

2. Discrimination

Unlawful discrimination occurs in the following circumstances:

2.1

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

It is unlawful for a recruitment consultancy to discriminate against a person on the grounds that they are members 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 because they are members of 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.

2.2

Indirect discrimination occurs where an agency or employer applies a provision or criteria where the number of individuals within a protected category who comply are considerably smaller than those that do not fit in that protected category.

Indirect discrimination would occur if a consultant accepted and acted upon such an instruction from an employer.

If the vacancy requires a genuine occupational requirement or is lawfully discriminatory due to a statutory exception or objective justification, the Company will only deal with the vacancy if the client provides written confirmation of such genuine occupational requirement, exception or justification.

3. Disabled Persons

Discrimination against a person occurs where, if for a reason which relates to the disabled person's disability, an individual treats him less favourably than he would treat others to whom that reason does not or would not apply, and the employer cannot show that the treatment is justified.

The Company will make career opportunities available to all people with disabilities and every practicable effort will be made to provide for the needs of staff, candidates and clients.

Wherever possible the Company will make reasonable adjustments to hallways, passageways, and doors in order to provide and improve means of access for disabled employees. However, this may not always be feasible due to the Company's office being rented.

4. Age Discrimination

The Company 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.

The Company 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.

The Company will request age as a part of its recruitment process but 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 as part of its equal opportunities monitoring process.

5. Part – Time Workers

The Company 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. The Company also recognise that part-time employees must also be treated the same as full time employees in relation to training and redundancy situations.

6. Harassment Policy

6.1

The Company is committed to providing a work environment free from unlawful harassment on grounds of 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 any other basis protected by legislation is unlawful and will not be tolerated by the Company.

6.2

This policy prohibits unlawful harassment by any employee or worker of the Company.

6.3

Examples of prohibited harassment are:-

6.3.1

Verbal or written conduct containing derogatory jokes or comments;

6.3.2

Slurs or unwanted sexual advances;

6.3.3

Visual conduct such as derogatory or sexually orientated posters;

6.3.4

Photographs, cartoons, drawings or gestures which some may find offensive;

6.3.5

Physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected category 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.

6.3.6

Retaliation for having reported or threatened to report harassment.

6.4

If you believe that you have been unlawfully harassed, you should make an immediate report to a Director followed by a written complaint as soon as possible after the incident. Your complaint should include:

- Details of the incident
- Name(s) of the individual(s) involved
- Name(s) of any witness(es)

6.5

The Company will undertake a thorough investigation of the allegations. If it is concluded that unlawful harassment has occurred, remedial action will be taken.

6.6

Any employee(s) who the Company finds to be responsible for unlawful harassment will be subject to the disciplinary procedure and any sanction may include termination. [A person who discriminates or harasses may be personally liable for payment of compensation to the person offended, in addition to any compensation payable by the Company. There is no statutory cap on the amount of compensation which may be awarded in discrimination cases. Under the Criminal Justice Act 1994, harassment became a criminal offence, punishable by a fine of up to £5,000 and/or a prison term of up to 6 months. Under the Protection from Harassment Act 1997, the penalties for aggravated harassment are an unlimited fine and/or 5 years imprisonment.]

7. Gender Reassignment Policy

7.1

The Company recognises that any employee may wish to change their gender during the course of their employment with the company.

7.2

The Company will support any employee through the reassignment provided that full medical counselling has been undertaken and the Company has access to any relevant medical reports.

7.3

The Company 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.

7.4

All employees and workers will be expected to comply with the Company's policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate disciplinary sanction.

7.5

Where an employee is engaged in work where the gender change imposes genuine problems, The Company will make every effort to reassign the employee or worker to an alternative role in the Company, if so desired by the employee.

7.6

Any employee or worker suffering discrimination on the grounds of gender reassignment should make recourse to the Company's grievance procedure.

8. Complaints and Monitoring Procedures

8.1

The Company has in place procedures for monitoring compliance with this policy and for dealing with complaints of discrimination. These are available from the Office Manager (copy is held within the staff handbook) and can be made available upon request.

8.2

Any discrimination complaint will be investigated fully.