

Equality and Diversity Policy

Diversity & Inclusion Statement:

Individuals with different cultures, perspectives and experiences are at the heart of the way Talent Hire Group works. We want to recruit, develop and retain the most talented people, regardless of their background and make best use of their talents. At Talent Hire Group we are guided by our values in everything we do, and recognise that being a diverse and inclusive employer helps us fulfil our responsibility to make a difference for our employees. We seek to develop a work environment where we treat all employees as individuals, fairly and in a consistent way. We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise. We will remove unnecessary barriers for our employees seeking opportunities through training and development, promotion and career planning. We will continue to support our leaders, managers and employees to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions.

Equality and Diversity Policy

Purpose

This policy sets out Talent Hire Group's approach to equality and diversity. Talent Hire Group is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

Talent Hire Group aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination.

Equality and diversity at Talent Hire Group

At Talent Hire Group, we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups both in employment, and to goods and services. We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for Talent

Hire Group too. We acknowledge that equality and diversity are not inter-changeable but inter-dependent. There can be

No equality of opportunity if difference is not valued and harnessed. Scope the rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a substantive or fixed-term contract, and also to associated persons such as agency staff, contractors and others
PAGE 2 Equality and Diversity Policy. 2019 employed under a contract of service. You have personal responsibility for the application of this policy. As part of your employee induction, you are expected to read and familiarise yourself with this policy, ensure that this policy is properly observed and fully complied with and to complete the declaration below. This policy is also of particular relevance to directors, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect others.

Talent Hire's Pledge

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. Talent Hire Group will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic:

- sex
- marriage and civil partnership
- pregnancy and maternity
- race (including ethnic origin, colour, nationality and national origin);
- disability
- sexual orientation
- religion and or belief
- age

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities in Talent Hire Group. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your line manager or another colleague in a relevant position of seniority. You may

decide in the alternative to raise the matter through Talent Hire Group's Harassment Policy or Grievance Policy.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. Talent Hire Group will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by Talent Hire Group as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under Talent Hire Group's Discipline Policy.

Any person found to have breached this policy may be subject to disciplinary action. Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

When does this policy apply?

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work including at meetings, client visits, and when using social media platform or in any way that may impact on Talent Hire Group's reputation.

We set out below some specific areas of application:

Recruitment

Selection for employment at Talent Hire Group will be on the basis of aptitude and ability. Further detail is set out in Talent Hire Group's Recruitment and Selection Policy. Where possible, Talent Hire Group will capture applicants' diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination.

Training

You may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

Promotion

All promotion decisions will be made on the basis of merit and will not be influenced by any of the protected characteristics listed above. Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

This policy is for guidance only and does not form part of your contract of employment. EQUALITY AND DIVERSITY DECLARATION: I have read and understood Talent Hire Group's Equality and Diversity Policy and agree to work to the expected standards. Regardless of my background and circumstances, I agree to treat all colleagues and visitors with respect and dignity while carrying out the duties and responsibilities of my role at Talent Hire Group.

Signature:

Print name:

Date: