

## **EQUAL OPPORTUNITIES POLICY**

It is the policy of this company to provide equal opportunities in employment irrespective of sex, marital status, sexual orientation, racial or ethnic origin (which includes colour, race, nationality and national or ethnic origin), gender identity, religion or belief, age, pregnancy or maternity or disability.

All Temporary Workers are entitled to be treated with respect and dignity and the company will not tolerate the victimisation, bullying or harassment of Temporary Workers on the grounds of sex, sexual orientation, racial or ethnic origin, religion or belief, age, pregnancy or maternity or disability.

All Temporary Workers have a personal responsibility for the implementation of this policy.

### **Application of policy**

This policy applies to the advertisement of jobs, recruitment and appointment, training, conditions of work, pay, any references issued and to every other aspect of employment. All terms and conditions of employment and related benefits shall be non-discriminatory, other than where there are legal grounds for discriminating such as in the case of gender-specific jobs. Applicants for employment will be assessed according to their skills, experience and suitability for the job.

This policy also applies to the treatment of our clients and customers.

If Temporary Workers have any doubts as to the applicability of this policy, advice should be sought from your Search Consultant.

### **Remedies**

If any Temporary Worker believes that he or she has been discriminated against on any of the grounds referred to above, he or she may raise the matter informally with his or her Search Consultant. If the Temporary Worker wishes to raise the matter further, he/she submit a complaint to the Human Resources Department.

## **HARASSMENT**

### **Policy**

Harassment is a distressing, unpleasant experience and the company seeks to maintain a non-discriminatory working environment which is free of harassment and bullying, particularly of a sexual (including sexual orientation), racial, religious, age or disability based nature.

All allegations of harassment will be dealt with sensitively, thoroughly, promptly and, where possible, in confidence.

Harassment on the grounds of any of the protected characteristics is prohibited and is unlawful, and both the company and the harasser may be legally liable.

Harassment may take many forms, from "banter" to actual physical violence. It may be repeated behaviour, or in serious cases, may involve only a single incident.

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### **Examples of harassment**

- Insults, derogatory comments, ridicule, pranks or “jokes” of a sexual, racial or religious nature or regarding someone’s age or disability
- Lewd or suggestive comments about appearances or personal life and sexual activities
- Inappropriate body contact
- Display or circulation of sexually suggestive material (e.g. pin-ups), or racist material
- Requests for sexual favours, including the threat of dismissal, loss of promotion for refusal
- The issuing of menial or demeaning tasks simply on the grounds of someone’s age or disability.

The above are examples only of what may be considered inappropriate. It must be borne in mind that it is for each individual to determine what behaviour is acceptable to them and what they consider offensive.

### **Remedies**

Temporary Workers who feel they are being harassed or are uncomfortable with any aspect of the work environment are encouraged to make it clear to the individual concerned that the behaviour is unwelcome and unacceptable. The Company recognises that, in some situations, a Temporary Worker may feel unable to do this. In such cases, they are encouraged to seek advice from their Search Consultant on how the matter may be addressed informally.

If informal steps are unsuccessful, or in cases of serious harassment or bullying, Temporary Workers should raise a formal complaint in writing with the Human Resources Department. Given the sensitive nature of these matters, individuals may choose to contact Human Resources directly in the first instance.

Any Temporary Worker accused of harassment or bullying will be managed in line with the Search complaints process. Depending on the circumstances, this may include a temporary transfer to another department or, where appropriate, suspension while the matter is investigated.

All individuals involved in a complaint are expected to maintain confidentiality throughout the process. A breach of confidentiality may result in further action being taken.

In cases of serious misconduct, a Temporary Worker’s agreement with Search may be terminated.

No Temporary Worker will be treated unfairly or suffer any detriment for raising a genuine complaint of harassment or bullying. However, if a complaint is found to have been made maliciously or in bad faith, this may result in an investigation and appropriate action.