



## Extraman Limited – Equality and Diversity Statement

We believe that people from a range of backgrounds and experiences can enhance the life and development of our organisation and that all individuals should be treated on the basis of individual merit and without prejudice.

People are our business; therefore there are sound commercial reasons why it is critical for us that our employees, clients and candidates fully understand the benefits of a diverse workforce such as increased flexibility, efficiency and productivity.

We aim to provide a service which actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, class, ethnicity, gender, religion or sexual orientation, family status, race, colour, nationality, physical or mental disability, working patterns, responsibility for dependants, political beliefs or membership or non-membership of a Trade Union, spent convictions or any other irrelevant factor.

We currently have robust policies and practices on equal opportunities and diversity. Our employee and candidate selection process is based on personal competencies, relevant experience, qualifications and the specific work related requirements of the job.

As an organisation we work to ensure that all our employees maximise their potential and their contribution to the company by valuing the differences between individuals and the qualities they bring to their jobs. This leads to the development of a more rewarding and productive environment where employee moral increases and attrition decreases, ultimately resulting in a positive effect on the client's work environment.

We aim to be fully representative of the population of London. We aim to recruit candidates from all possible resources in order to anticipate our client's needs and stay ahead of our competition.

We will strive vigorously to remove condition which place people at a disadvantage and will actively combat bigotry and discrimination. Extraman expects all employees, candidates and suppliers to adopt this policy



Extraman Ltd is committed to managing diversity as an employer and as a recruitment service provider. In line with this commitment our policy is to eliminate all unlawful and unfair discrimination and value the differences that a diverse workforce brings to our company.

It is our policy to treat all employees, candidates, clients and suppliers fairly and equally regardless of their gender, sexual orientation, family status, race, colour, nationality, ethnic or national origin, religious belief, age, physical or mental disability, working patterns, responsibility for dependants, political beliefs or membership or non membership of a Trade Union, spent convictions or any other irrelevant factor.

This policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, work assignment, training and every other aspect of employment.

Extraman Ltd shall not discriminate unlawfully when deciding which candidate is submitted for a vacancy in any terms of employment. We will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and abilities to perform the relevant duties required by the particular vacancy.

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

#### **Responsibilities:**

The HR director, Duncan Sykes, has overall responsibility for the application of this policy across our company. However, all managers and employees have a legal duty not to discriminate against other staff members, potential employees, candidates and clients and are expected to promote the spirit of diversity and equal opportunities to the full.

Managers have specific responsibility for communicating the importance of, and implementing, this policy. They are expected to take positive measures to address inequality and to promote equality for all, taking action to ensure staff will reach their full potential.

Managers will treat all staff fairly, with respect and dignity, and investigate all incidents of disciplinary or harassment. While managers have specific accountabilities, equality is also the responsibilities of each and every employee.

We request all employees of Extraman take individual responsibility to ensure they observe and comply with this policy statement and fully support and promote the principles of diversity and inclusion.

Any breach or alleged breach of the policy will be taken seriously, investigated fully and may result in action under one or more of the company's harassment, disciplinary, or grievance procedures.

In serious cases such behaviour may constitute gross misconduct and may result in dismissal.

#### **Aims/objectives**



1. Aim to employ a permanent and temporary workforce that reflects the diverse nature of London's communities and provide a flexible service and employment practice that responds to the need of all sections of London's communities.
2. Provide fair access to work opportunities and encourage and support staff and temporary workers in fulfilling their potential.
3. Provide a safe and accessible working environment that values and respects the identity and culture of each individual and that is free from discrimination, harassment, and victimisation.
4. Involve and communicate effectively with members of staff, candidates, clients and suppliers.
5. Provide a fair and transparent pay and reward systems.
6. Not tolerating inappropriate or offensive language or behaviour to employees candidates and clients
7. Provide training opportunities for staff that are expected to be equipped with the appropriate awareness, knowledge and skills to respond positively to the range of diversity needs as identified in this policy.
8. Ensuring our services, employment opportunities and communication are physically, practically and culturally accessible.
9. Identifying and promoting good practice and challenge deficiency and poor practice.

**Monitoring, evaluating and reviewing our Aims/Objectives:**

Implementing and monitoring the impact of our policies relating to recruitment and retention processes which are non-discriminatory and which increase accessibility of employment opportunities from all groups in the community.

We aim to provide information on this policy to our temporary workforce and listen and respond to the views of our employees and candidates regarding this policy.

We will achieve these objectives by building diversity considerations into our business and people management processes and enforcing our staff disciplinary procedure when considered necessary.