



Impellam Group Equality, Diversity and Inclusion statement

Impellam Group is committed to bringing our people, candidates, clients and suppliers together to realise a vision for an equal, diverse and inclusive organisation.

Our aim is to ensure that our organisation is representative of all members of society across the territories in which we operate (UK and Ireland, Europe, the United States, Australia and New Zealand).

We recognise that we may need to provide our services in a range of different or more flexible ways, in order to ensure genuine equality of access or opportunity for groups and individuals who approach those services from a position of disadvantage.

Our Equal Opportunity policy ensures that we:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time;
- Observe the requirements of the applicable legislation in all regions*. As such we will not discriminate against our people based on protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation;
- Do not unlawfully discriminate when managing employment matters such as determining pay and benefits, terms and conditions of employment, grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against due to any of the characteristics protected under the applicable legislations in our regions*.

We promise to:

- Encourage equality, diversity and inclusion in the workplace;
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, where individual differences and the

contributions of all staff are recognised and valued. This commitment includes training managers and all other employees about their rights and responsibilities under Impellam's Code of Conduct including preventing bullying, harassment, victimisation and unlawful discrimination.

- Take seriously complaints of bullying, (including cyber bullying), harassment, victimisation and discrimination by employees, candidates, customers, suppliers, visitors, and the public in the course of the organisation's work activities. Any allegations of such behaviour will be investigated and managed in line with the organisation's grievance and/or disciplinary procedures. Appropriate action will be taken if necessary and particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- Make opportunities for training, development and career progression available to all staff, who will be helped and encouraged to develop their full potential, so their talent can be fully utilised to maximise the efficiency of the organisation.
- Review employment practices and procedures when necessary to ensure fairness, updating any policies/guidance to reflect best practice and changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion.

Impellam's approach to Equality, Diversity and Inclusion is fully supported by senior management and a selection of employee representatives through our regional Equality, Diversity and Inclusion councils - to provide visible leadership, representation and guidance on equality, diversity and inclusion issues across the Group.

Each councils' ultimate purpose is to help shape the future of recruitment; to help improve the access, experiences and careers for its people and candidates, and to become a more inclusive employer; designing and operating flexible services, practices and procedures that take appropriate account of the needs of both staff, clients, suppliers and visitors; utilising the talents of our diverse staff and the candidates we place into fulfilling roles.

Roles and Responsibilities

Impellam Group and our managers will:

- Ensure that the aims and the values embodied in this policy statement are appropriately reflected;
- Have due regard to equality issues in all decision-making;

- Investigate whether any groups, including people with 'protected characteristics', have particular needs;
- Ensure that due consideration is given to equality, diversity and inclusion within their own sphere of influence;
- Promote an environment where respect is shown to all, and mutual understanding is fostered;
- Challenge any actions or behaviour which is in conflict with the values and principles of our Ethical Trading Statement;
- Ensure staff and contributors know how to report any instances of discrimination, bullying and harassment without fear of victimisation;
- Deal with complaints fairly, thoroughly, quickly and confidentially;
- Ensure that we regularly and robustly ask our people to voice their opinions, suggestions and share any concerns.

All our people have a duty to support and uphold the principles of our commitment to equality, diversity and inclusion, and its supporting policies and procedures.

All Impellam people will:

- Ensure understanding of our approach to Equality, Diversity and Inclusion and seek guidance if there are any questions;
- Enable equality, diversity and inclusion for others and strive to create an all-inclusive, equal and welcoming environment;
- Challenge inappropriate behaviour or discrimination;
- Report unacceptable behaviour.

Visitors

- All visitors, together with those contracted to work at, or for, Impellam will be expected to comply with our approach and vision for Equality, Diversity and Inclusion whilst working with us or in their execution of their duties.

* Applicable legislation across our key regions:

- **UK** – Equality Act 2010, Sex Discrimination (Northern Ireland) Order 1976, Disability Discrimination Act 1995 (DDA), Race Relations (Northern Ireland) Order 1997, Fair Employment and Treatment (Northern Ireland) Order 1998, Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003 and Employment Equality (Age) Regulations (Northern Ireland) 2006
- **Ireland** - The Employment Equality Acts 1998- 2015
- **Australia** - Australian Human Rights Commission Act 1986, Age Discrimination Act 2004, Disability Discrimination Act 1992, Racial Discrimination Act 1975, Sex Discrimination Act 1984 and state and territory based legislation
- **New Zealand** – Human Rights Act 1993
- **US** – Title VII of the Civil Rights Act of 1964