

# Statement of Equality

*(In accordance with The Equality Act 2010 & in conjunction with Linsco's standard Equal Opportunities & Diversity Policy)*

## Statement of Intent

It is the firm policy of Linsco to undertake all feasible steps to ensure that every employee / prospective employee is treated fairly and equally. This is done by working inline with the Equality Act 2010 which is in place to protect individuals from discrimination. This statement is reviewed annually and updated accordingly with changes in law.

It is unlawful for any employer to discriminate against a candidate because of their age, disability, race, belief, sexual orientation, gender, etc. The Equality Act 2010 is an amalgamation of various equality laws, many of which have existed for years, therefore Linsco work inline with the new legislation and utilise our existing Equal Opportunities & Diversity Policy in addition to this.

Equality legislation covers the entire recruitment process from as early as the initial stages of advertising and interview selection. This means that from the moment an individual expresses interest in a job vacancy the employer must adhere to the Equality Act 2010 to ensure that no one is treated less favourably when applying for a job.

Linsco employees are encouraged to adhere to and promote equality procedures, and each employee is reminded that they have a legal responsibility not to discriminate against anyone on the grounds of age, disability, race, belief, sexual orientation, gender, etc. All company employees are required to abide by the company Equality Statement and Equal Opportunities & Diversity Policy which is presented to them upon commencement of work with Linsco and can be referred to at anytime on the staff Intranet.

Linsco ensure the provision of adequate training to all new members of staff and ensure that they are familiar with the companies Equality Policy and all equality related legislation, we also provide all employees with regular updates regarding any new laws and changes to existing legislation to ensure that discrimination is alleviated.

It is of particular importance that all employees involve themselves in matters relating to equality and are aware that they hold responsibility for their own actions regarding matters affecting equality. There are various factors that Linsco employees must consider throughout the recruitment process;

## Advertising

All Consultants undergo training in advert writing, they are aware that no job advertisement should discriminate on the basis of any of the protected grounds, unless there is objective evidence that the discrimination is lawful, i.e. gender-specific roles, where a care worker post may, in limited circumstances, be restricted to applicants with personal attributes such as being male or female, or having membership of a particular religious group and language-specific roles, where the employee must be able to communicate in an alternative language, etc.

Consultants are also aware that the use of suggestive words and phrases is forbidden and they should avoid using words and phrases such as 'young and dynamic' or 'mature person', as these could result in a complaint of age discrimination since they suggest an employer is looking for applicants from a particular age group, on the other hand specifying how much previous experience is required (in terms of years) can also be seen as discriminative. To avoid racial discrimination, overseas qualifications which are comparable with UK qualifications should be acceptable as equivalents and not assumed to be inferior.

## Applications & Equal Opportunities Monitoring

Linsco's application forms are designed to a law abiding standard, we omit discriminative questions to ensure that all candidates are treated fairly and equally and we issue all applicants with an Equal Opportunities form to complete at the same time as the application form, the monitoring forms are separated from the application forms before assessment and are handed to HR to be recorded for future monitoring.

[Temporary and permanent recruitment solutions in the UK and Europe](#)

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Regional Offices located throughout the UK

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# Statement of Equality cont...

## Interviewing & Selection

During interviews Linsco's Consultants ensure that they are not asking discriminative questions about such things as a woman's plans for starting a family, or asking an applicant whether they think that they will 'fit in' with the organisation as these may also be evidence of discrimination.

The only time our Consultants ask if candidates have disabilities is to ensure that, if needs be, reasonable adjustments can be made that enable them to attend external interviews and once they have got the job to check if any special arrangements need to be made to enable them to perform their role.

Linsco do not try to change the balance of the workforce by selecting someone mainly because they are from a particular group, at the point of selection we always judge all applicants equally on a job-related basis as discrimination at the point of selection is unlawful.

Signed



**N Evans,  
Managing Director**

Dated: 3<sup>rd</sup> January 2020

*This statement is reviewed annually and updated accordingly with any changes in law.*

Construction  
Electrical  
Engineering  
Architectural  
Technical  
Commercial  
Call Centre  
Financial  
Marketing  
Industrial

Linsco Equality Policy  
Created: 2010  
Updated: 03/01/2020

# Equal Opportunities & Diversity Policy

## 1. GENERAL

1.1 Linsco embraces diversity and will seek to promote the benefits of diversity in all of our business activities. We will seek to develop a business culture that reflects that belief. We will seek to widen the media in which we recruit to ensure as diverse an employee and candidate base as possible. We will strive to make sure that our clients meet their own diversity targets.

1.2 Linsco are 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. Linsco 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. Linsco are committed to providing training for its entire staff in equal opportunities practice.

1.3 Linsco shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Linsco 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.

1.4 Linsco will not accept instructions from clients that indicate intention to discriminate unlawfully.

## 2. DISCRIMINATION

Unlawful discrimination occurs in the following circumstances:

### 2.1 Direct Discrimination

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, 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 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 due to 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

Indirect discrimination occurs where an agency or employer applies a provision, criterion or practice generally, which disadvantages a minority group in the community on the basis of a protected category.

Indirect discrimination would also occur if a recruitment consultant accepted and acted upon an indirectly discriminatory instruction from an employer.

If the vacancy requires characteristics which amount to a genuine occupational requirement or the instruction is lawfully discriminatory due to a statutory exception or objective justification,

# Equal Opportunities & Diversity Policy cont...

[Recruitment Company] will not deal further with the vacancy unless the client provides written confirmation of such genuine occupational requirement, exception or justification.

## 2.3 DISABLED PERSONS

### 2.3.1 Direct Discrimination

Direct 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 treats, or would treat others to whom that reason does not or would not apply and the employer cannot show that the treatment in question is justified.

Or

- If on the ground of a disabled person's disability, he treats the disabled person less favourably than he treats or would treat a person not having that particular disability, whose relevant circumstances, including his abilities, are the same as, or not materially different from, those of the disabled person. This type of direct discrimination can never be justified.

### 2.3.2 Duty to make reasonable adjustments and to provide auxiliary aids and services

This is a similar protection to indirect discrimination in the other protected categories.

Where a provision, criterion or practice applied by or on behalf of an employer, or any physical feature of the employer's premises, places a disabled person at a substantial disadvantage in comparison with persons who are not disabled, it will be the duty of an employer to take such steps as are reasonable, in all the circumstances of the case, to remove the provision, criterion, practice or physical feature.

Agencies must take reasonable steps to provide auxiliary aids or services if this would make it easier for the disabled person to use their services. For instance, an appropriate auxiliary aid or service can include the provision of information on audiotape or provision of a sign language interpreter.

Linsco will not discriminate against a person on the grounds of disability -

- in the arrangements i.e. application form, interview or arrangements for selection for determining to whom a job should be offered; or
- in the terms on which employment or engagement of temporary workers is offered; or
- by refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or
- in the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity; or
- by subjecting him or her to any other detriment (detriment will include refusal of training or transfer, demotion, reduction of wage, or harassment).

**Linsco will accordingly make career opportunities available to all people with disabilities and every practical effort will be made to provide for the needs of staff, candidates and clients.**

Wherever possible Linsco will make reasonable adjustments to hallways, passages and doors in order to provide and improve means of access for disabled employees and workers. However, this may not always be feasible, due to circumstances creating such difficulties as to render such adjustments as being beyond what is reasonable in all the circumstances.

## 3. AGE DISCRIMINATION

Linsco 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.

# Equal Opportunities & Diversity Policy cont...

Linsco are committed to recruiting and retaining employees whose skills, experience and attitude are suitable for the requirements of the positions regardless of age.

No age requirements will be stated in any job advertisements on behalf of the company.

Linsco will request age as 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 and workers and as part of its equal opportunities monitoring process.

## 4. PART-TIME WORKERS

This Diversity Policy also covers the treatment of those employees and workers who work on a part-time basis, Linsco 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. [Recruitment Company] also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

## 5 HARASSMENT POLICY

5.1 Linsco 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 Linsco.

5.2 This policy prohibits unlawful harassment by any employee or worker of Linsco Ltd.

5.3 Examples of prohibited harassment are: -

5.3.1 Verbal or written conduct containing derogatory jokes or comments,

5.3.2 Slurs or unwanted sexual advances

5.3.3 Visual conduct such as derogatory or sexually orientated posters,

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

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

5.3.6 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.

5.3.7 Retaliation for having reported or threatened to report harassment.

5.4 If you believe that you have been unlawfully harassed, you should make an immediate report to your Manager or HR, 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)

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

5.6 Any employee(s) who Linsco 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 Linsco. There is no statutory cap on the amount of compensation which may be awarded in discrimination cases. Under the Criminal

# Equal Opportunities & Diversity Policy cont...

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.]

## 6. GENDER REASSIGNMENT POLICY

6.1 Linsco recognise that any employee or worker may wish to change their gender during the course of their employment with the Company.

6.2 Linsco will support any employee or worker through the reassignment provided that full medical counselling has been undertaken and Linsco have access to any relevant medical reports.

6.3 Linsco 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.

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

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

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

## 7. COMPLAINTS AND MONITORING PROCEDURES

7.1 Linsco have in place procedures for monitoring compliance with this policy and for dealing with complaints of discrimination. These are available from [name[s]] and will be made available immediately upon request. [You should ensure that you have proper written procedures for complaints together with details of your monitoring and reviewing procedures available with this policy.]

7.2 Any discrimination complaint will be investigated fully.