



EQUALITY, DIVERSION AND INCLUSION POLICY

PREPARED BY

*Rachel Newborough,
Head of Operations*



**PROSPER
CONSULTING**



DIRECTORS STATEMENT

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“At Prosper Consulting we treat every candidate equally and based on the same merit. If they have the right qualifications and experience for our client’s requirements, then everyone is judged fairly and given equal opportunity regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex or sexual orientation”.

Guy Dugdale, Director

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Statement

Prosper Consulting is committed to encouraging equality, diversity and inclusion within our recruitment process for clients and among our workforce and eliminating unlawful discrimination. The aim is for our candidates and workforce to be truly representative of all sections of society and our clients, and for each employee to feel respected and able to give their best.

The organisation - in providing recruitment services is committed against unlawful discrimination of clients, candidates or the public.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our recruitment and employment, whether temporary, part-time or full-time

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

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

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

Our commitments

Prosper Consulting commits to:

1. Encourage equality, diversity and inclusion in the our recruitment processes and workplace as they are good practice and make business sense.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and 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 the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of our workforce as well as the make-up of the companies we are recruiting on behalf of, regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Our commitments

The equality, diversity and inclusion policy is fully supported by senior management, Founder Guy Dugdale.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found on our Disciplinary Policy Document available upon request. This includes with whom an employee should raise a grievance – Head of Operations.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.



Guy Dugdale, Founder and Director

guy@prosper-consulting.org.uk