

EQUAL OPPORTUNITIES, DIVERSITY, AND INCLUSION POLICY

GENERAL** 1.1. Insure Recruitment is fully committed to fostering a diverse and inclusive environment and ensuring equal opportunities in all aspects of employment. We value the unique contributions of all individuals and believe that a diverse workforce enriches our organisation and enhances our ability to succeed.

This policy applies to all employees, workers, applicants, contractors, and visitors.

1.2. We will strive to create a workplace free from discrimination and harassment, where everyone is treated with dignity and respect. Our commitment extends to all stages of employment, including recruitment, selection, training, promotion, pay, benefits, discipline, and termination. No individual will be treated less favourably on the grounds of any protected characteristic as defined by the Equality Act 2010.

1.3. Recruitment and selection processes will be fair, transparent, and based solely on objective criteria, such as skills, qualifications, and experience relevant to the role. We will endeavour to attract a diverse pool of candidates and will make reasonable adjustments to accommodate the needs of disabled applicants.

2. DISCRIMINATION

2.1. Insure Recruitment Ltd prohibits all forms of unlawful discrimination, whether direct or indirect, harassment, or victimisation, based on the following protected characteristics as defined by the Equality Act 2010: Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race (including ethnic origin, colour, nationality, and national origin) Religion or belief, Sex, Sexual orientation

2.2. Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic.

2.3. Indirect discrimination occurs when a provision, criterion, or practice is applied generally but puts persons sharing a protected characteristic at a particular disadvantage compared with persons who do not share it, unless the provision, criterion, or practice is a proportionate means of achieving a legitimate aim.

2.4. Harassment is unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual. This includes, but is not limited to, sexual harassment.

2.5. Victimisation occurs when someone is subjected to a detriment because they have done a protected act (such as making a complaint of discrimination or giving evidence in relation to a complaint).

2.6. It is the responsibility of all employees to ensure that their conduct aligns with this policy and that they treat colleagues, clients, and other stakeholders with respect and without discrimination.

3. PREVENTING HARASSMENT, INCLUDING SEXUAL HARASSMENT

3.1. In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, Insure Recruitment is committed to taking proactive steps to prevent harassment, including sexual harassment, in the workplace.

3.2. We will implement and maintain clear procedures for reporting and investigating incidents of harassment. All complaints will be treated seriously, with sensitivity and confidentiality, and will be thoroughly and impartially investigated.

3.3. We will provide training and awareness initiatives to employees on what constitutes harassment, how to prevent it, and how to report it.

3.4. Managers and supervisors have a particular responsibility to ensure a respectful working environment within their teams and to address any concerns or complaints promptly and effectively.

4. PROMOTING INCLUSIVITY AND DIVERSITY

4.1. Insure Recruitment is committed to fostering an inclusive culture where all individuals feel valued, respected, and able to contribute their full potential.

4.2. We will actively promote diversity in our workforce and strive to create an environment where differences are celebrated and seen as a strength.

4.3. We will consider implementing positive action measures, where appropriate and lawful, to address any underrepresentation of particular groups within our workforce.

4.4. We are committed to providing reasonable adjustments for disabled employees and applicants to ensure they have equal opportunities in the workplace.

5. REPORTING AND COMPLAINTS

5.1. Any employee who believes they have experienced or witnessed discrimination, harassment, or victimisation should report it immediately to their line manager, Human Resources department.

5.2. All reports will be treated seriously and investigated promptly and impartially in accordance with our

5.3. Insure Recruitment is committed to ensuring that individuals who report concerns in good faith will not be subjected to victimisation.

6. MONITORING AND REVIEW

6.1. Insure Recruitment Ltd will monitor the effectiveness of this policy and our progress in promoting equality, diversity, and inclusion.

6.2. This policy will be reviewed and updated as required to reflect changes in legislation or best practices.

6.3. The responsibility for the implementation and monitoring of this policy rests with the Managing Director

7. TRAINING AND AWARENESS

7.1. Insure Recruitment will provide appropriate training and awareness initiatives to all employees on equal opportunities, diversity, and inclusion, including the prevention of harassment.

7.2. This training will aim to ensure that all employees understand their responsibilities under this policy and are equipped to contribute to an inclusive workplace.