



# SAPPHIRE SERVICES LTD

## EQUAL OPPORTUNITIES & DIVERSITY POLICY

### 1. Introduction

- a) Sapphire Services embraces diversity & equal opportunities and aims to promote the benefits of this in all our business activities. We seek to develop a business culture that reflects that belief.
- b) We are committed and will promote diversity and equal opportunities for all employees, workers and applicants. We will continuously review all aspects of our recruitment to avoid unlawful discrimination. Sapphire Services (Kent) Ltd., will treat everyone equally and will not discriminate on the grounds of individuals "protected characteristic" under the Equality Act 2010, which are, age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All staff have an obligation to respect and comply with this policy. Sapphire Services is committed to providing equal opportunities and diversity training to its staff. Sapphire Services will not prescribe discriminatory requirements for a role.
- c) Each candidate is assessed in accordance with their qualifications and ability to perform the relevant job role. Sapphire Services will not discriminate unlawfully when deciding which applicant/temporary worker is submitted for a vacancy or job of work.

### 2. Discrimination – Direct and indirect

- a) Discrimination against a person on the grounds of a protected characteristic is unlawful
  - In the terms on which the recruitment agency offers to provide its services
  - By refusing or deliberately omitting to provide any of its services
  - In the way it provides any of its services.
- b) If a vacancy requires characteristics which amount to an occupational requirement or the instruction is discriminatory but there is an objective justification, Sapphire Services (Kent) Ltd., will not proceed with the vacancy unless the client has provided confirmation of the occupational requirement, exception or justification.
- c) Sapphire Services (Kent) Ltd., will comply with the act and will not accept instructions from clients that would result in unlawful discrimination.

### 3. Harassment

- a. Sapphire Services (Kent) Ltd., are committed to providing a work environment free from unlawful harassment and will ensure that operatives are not subject to said harassment.
- b. If an individual feels they have been victim to unlawful harassment they should make an immediate report Sapphire Services, followed by a written complaint as soon as possible after the incident. The report must include the following details;
  - Name/s of person/s involved
  - Details of the incident
  - Name of any witness(es)
  - Date and time of the incident.
- c. Sapphire Services (Kent) Ltd., will thoroughly investigate allegations. If it is concluded that harassment has occurred, immediate action will be taken.



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## 4. Victimisation

- a. Sapphire services (Kent) Ltd., will take all necessary action to ensure no victimisation to our individuals occurs.

## 5. Disabled Persons

- a) Sapphire Services (Kent) Ltd., will ensure work opportunities are available to all people and every effort will be made to provide for the needs of staff, operatives/applicants and clients.
- b) Reasonable adjustments and support in recruiting individuals may be required. For example, a person with learning difficulties such as reading and understanding. Sapphire Services (Kent) Ltd., are committed to supporting the needs of the individual and wherever possible and will make reasonable adjustments. However, we cannot make adjustments that would compromise the health and safety of the individual or other workers around them on site.

## 6. Age Discrimination

- a) It is unlawful to discriminate against a person's age directly or indirectly. Sapphire Services (Kent) Ltd., is committed to recruiting and attaining employees whose skills, experience and suitable requirements for a position regardless of age. No age requirements are stated on job advertisements. If the age of an individual is required it will be for the use of data to ensure age appropriate, suitable for certain construction sites, occupational requirements on projects where under 18's are prohibited from working.

## 7. Part Time Workers

- a) Sapphire Services (Kent) Ltd acknowledges that employees on a part time basis are treated on the same terms as full time, other than pro-rata basis.

## 8. Gender Reassignment Policy

- a) An employee may wish to change their gender during the course of employment with the company. Sapphire Services (Kent) Ltd., will make every effort to support and ensure no discrimination or harassment will take place within the workplace.

## 9. Recruitment of Ex-offenders

- a) Sapphire Services (Kent) Ltd have the authority to apply for a criminal record check when placing an individual in a vulnerable position such as working in an area where children and/or vulnerable adults. We will comply with DBS's code of practice.
- b) Any discrimination complaint will be investigated fully.

Signed

Date 3<sup>rd</sup> January 2025

John Fletcher  
Company Director

Review date for this document 1<sup>st</sup> January 2026 or when circumstance / legislation indicates.