Equality, Diversity and Inclusion (EDI) Policy

Company: Clarence Recruitment ("the Company")
Version: 1.0
Date: August 2026
Review Cycle: Annual, or sooner where required

1. Purpose

Clarence Recruitment is committed to promoting equality, diversity and inclusion throughout our business and to creating an environment in which everyone is treated fairly, with dignity and respect.

We recognise that people have different backgrounds, experiences, characteristics and perspectives. We value this diversity and are committed to ensuring that individuals are not unfairly disadvantaged because of who they are.

This policy sets out Clarence Recruitment's commitment to equality, diversity and inclusion across our business, including our employment practices, recruitment and selection processes, candidate placements, client relationships and interactions with suppliers and other stakeholders.

We are committed to complying with the **Equality Act 2010** and all other applicable equality and employment legislation. We also aim to promote good practice and an inclusive culture that goes beyond minimum legal requirements.

2. Scope

This policy applies to:

- all employees and directors;
- temporary workers and candidates;
- job applicants;
- contractors and consultants;
- clients and other individuals who work with Clarence Recruitment; and
- anyone acting on behalf of the Company.

Everyone working for or representing Clarence Recruitment is expected to understand and support the principles set out in this policy.

3. Our Commitment

- Clarence Recruitment will:
- promote equality of opportunity and fair treatment;
- create an inclusive working environment in which people are treated with dignity and respect;
- not tolerate unlawful discrimination, harassment, sexual harassment or victimisation;

- ensure recruitment and selection decisions are based on relevant skills, qualifications, experience and suitability for the role;
- provide reasonable adjustments where required for disabled candidates, workers and employees;
- work with clients to promote fair and inclusive recruitment practices;
- challenge discriminatory or inappropriate recruitment requirements;
- provide appropriate training and guidance to employees;
- take concerns about discrimination and harassment seriously and investigate them appropriately; and
- review our practices regularly and make improvements where necessary.

4. Equality Act 2010 – Protected Characteristics

Under the Equality Act 2010, the following are protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Clarence Recruitment will not unlawfully discriminate against an individual because of any protected characteristic.

We also recognise that individuals may experience disadvantage or unfair treatment for reasons that are not specifically listed as protected characteristics. We will seek to foster an environment in which everyone is treated fairly and respectfully.

Trade union membership or non-membership is not a protected characteristic under the Equality Act 2010; however, Clarence Recruitment will respect individuals' legal rights in relation to trade union membership and activities.

5. Unlawful Discrimination and Unacceptable Conduct

Clarence Recruitment will not tolerate unlawful discrimination or inappropriate behaviour.

This includes:

5.1 Direct Discrimination

Treating someone less favourably because of a protected characteristic, including because of a characteristic they are perceived to have or because they are associated with someone who has that characteristic.

5.2 Indirect Discrimination

Applying a provision, criterion or practice that disadvantages people who share a particular protected characteristic, unless the practice can be objectively justified where the law allows this.

5.3 Harassment

Unwanted conduct related to a protected characteristic that has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

5.4 Sexual Harassment

Unwanted conduct of a sexual nature that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Clarence Recruitment is committed to taking reasonable steps to prevent sexual harassment and will not tolerate sexual harassment in the workplace or in connection with our recruitment and placement activities.

5.5 Victimisation

Treating someone unfairly because they have raised, supported or become involved in a complaint or proceedings relating to discrimination or another matter protected by equality legislation.

6. Inclusive Recruitment and Selection

Clarence Recruitment is committed to ensuring that recruitment decisions are fair, consistent and based on the requirements of the role.

We will:

- use clear and relevant job descriptions and person specifications;
- avoid unnecessary or discriminatory selection criteria;
- ensure recruitment advertising is inclusive and accessible;
- assess candidates against relevant skills, qualifications, experience and suitability;
- provide reasonable adjustments where required;
- avoid making assumptions about a candidate based on their protected characteristics;
- ensure that selection decisions are made consistently and objectively; and
- challenge discriminatory recruitment requirements requested by clients.

Where a client asks Clarence Recruitment to apply a requirement that may be discriminatory, we will discuss the requirement with the client and seek to establish whether there is a lawful and objectively justifiable reason for it.

We will not knowingly facilitate unlawful discrimination in recruitment or placement decisions.

7. Disability and Reasonable Adjustments

Clarence Recruitment is committed to removing unnecessary barriers for disabled candidates, workers and employees.

Reasonable adjustments may be considered at any stage of the recruitment, employment or placement process. Depending on the individual's circumstances, these may include:

- providing information in an alternative format;

- adjusting interview arrangements;
- providing additional time for assessments;
- providing an accessible interview location;
- allowing additional communication or support arrangements;
- making reasonable adjustments to working arrangements; or
- considering other appropriate adjustments identified with the individual.

Requests for reasonable adjustments will be treated sensitively and on an individual basis.

Where Clarence Recruitment is placing a candidate with a client, we will work with the candidate and client, where appropriate, to support reasonable adjustments while respecting the individual's privacy and confidentiality.

8. Age

Clarence Recruitment values the contribution of people at all stages of their working lives.

Recruitment and employment decisions will not be based on assumptions about an individual's ability, capability or suitability because of their age.

We will encourage clients to use objective, role-related criteria rather than age-related requirements unless a particular requirement is lawful and objectively justified.

9. Gender Reassignment

Clarence Recruitment will not tolerate discrimination, harassment or victimisation relating to gender reassignment.

Individuals undergoing, proposing to undergo or having undergone gender reassignment will be treated with dignity and respect.

We will respect an individual's privacy and will only share relevant personal information where there is a lawful and legitimate reason to do so.

10. Pregnancy and Maternity

Clarence Recruitment will not discriminate against individuals because of pregnancy, pregnancy-related circumstances or maternity.

Recruitment, employment and placement decisions will be based on relevant skills, experience, qualifications and suitability rather than assumptions relating to pregnancy or maternity.

Where appropriate, we will work with employees, candidates, workers and clients to support individuals during pregnancy and maternity.

11. Religion or Belief

Clarence Recruitment respects individuals' religious and philosophical beliefs.

We will seek to ensure that recruitment and employment practices do not unfairly disadvantage individuals because of their religion or belief.

Where appropriate and reasonably practicable, we will consider requests relating to religious observance, provided that these can be accommodated consistently with operational requirements and applicable law.

12. Part-Time, Temporary and Flexible Workers

Clarence Recruitment is committed to ensuring that part-time, temporary and flexible workers are treated fairly.

Individuals will not be treated less favourably simply because they work part-time, on a temporary basis or under flexible working arrangements.

Where applicable, employment rights, benefits and opportunities will be provided in accordance with the law and the individual's contractual arrangements.

13. Recruitment of Ex-Offenders

Where DBS or other criminal record checks are required for a role, Clarence Recruitment will comply with applicable legislation and the relevant DBS requirements.

Applicants and candidates will be treated fairly and assessed on the relevance of any disclosed information to the role in question.

Further information is provided in the Company's **DBS and Recruitment of Ex-Offenders Policy**.

14. Working with Clients

As an education recruitment business, Clarence Recruitment works closely with schools, academies and other education establishments.

We expect our clients to support fair and inclusive recruitment practices.

We will seek to:

- provide candidates based on objective role requirements;
- challenge inappropriate or potentially discriminatory recruitment requests;
- support clients in understanding their equality obligations where appropriate;
- ensure candidate information is handled fairly and confidentially; and
- work constructively with clients to address equality or inclusion concerns.

We recognise that clients may have legitimate occupational requirements in certain circumstances. Any such requirements should be lawful, necessary and objectively justifiable.

15. Harassment and Sexual Harassment

Everyone has the right to work and participate in recruitment activities without experiencing harassment or sexual harassment.

- Unacceptable behaviour may include:
- offensive or derogatory comments;
- inappropriate jokes or remarks;
- unwanted physical contact;
- unwanted sexual comments, advances or messages;
- displaying offensive material;
- inappropriate comments about someone's appearance or personal life;
- deliberately excluding or humiliating someone; or
- any other behaviour that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Concerns will be taken seriously and dealt with promptly and appropriately.

16. Reporting Concerns

Anyone who believes they have experienced or witnessed discrimination, harassment, sexual harassment or victimisation is encouraged to raise their concern as soon as possible.

Concerns should be reported to:

Mia Jones
Head of Business Services & Governance

Email: mia@clarencerecruitment.co.uk

Concerns will be:

- taken seriously;
- handled sensitively;
- investigated appropriately and as promptly as reasonably possible;
- treated confidentially wherever possible; and
- managed in accordance with the Company's relevant policies and procedures.

Anyone raising a genuine concern or supporting an investigation will not be subjected to victimisation as a result.

Where appropriate, concerns may also be dealt with under the Company's **Complaints Policy and Procedure** or relevant disciplinary or grievance procedures.

17. Responsibilities

All Employees and Workers

Everyone working for or on behalf of Clarence Recruitment is expected to:

- treat colleagues, candidates, clients and other stakeholders with dignity and respect;
- comply with this policy;
- avoid discriminatory, harassing or inappropriate behaviour;
- support an inclusive working environment;
- challenge inappropriate behaviour where it is safe and appropriate to do so; and
- report concerns promptly.

Managers

Managers are responsible for:

- leading by example;
- promoting equality and inclusion within their teams;
- ensuring fair and consistent recruitment and management practices;
- responding appropriately to concerns;
- supporting reasonable adjustments where appropriate; and

- taking action where behaviour is inconsistent with this policy.

Senior Leadership

The Company's senior leadership team is responsible for:

- promoting a culture of equality, diversity and inclusion;
- ensuring appropriate policies and procedures are in place;
- providing appropriate training and guidance;
- ensuring concerns are dealt with appropriately;
- reviewing the effectiveness of EDI practices; and
- maintaining accountability for compliance with applicable legislation.

18. Training and Awareness

Clarence Recruitment will provide appropriate guidance and training to employees to help them understand their responsibilities in relation to equality, diversity and inclusion.

Training will be reviewed periodically to ensure it remains appropriate to the Company's activities and legal obligations.

Particular attention will be given to fair recruitment practices, discrimination, harassment, sexual harassment, reasonable adjustments and inclusive communication.

19. Monitoring and Review

Clarence Recruitment will review its recruitment and employment practices periodically to identify potential barriers to equality and inclusion and to identify opportunities for improvement.

Where appropriate and lawful, the Company may monitor relevant information relating to recruitment, employment and complaints to help identify trends or areas requiring attention.

Any personal data collected for monitoring purposes will be handled in accordance with the Company's **Data Protection Policy** and applicable data protection legislation.

This policy will be reviewed annually, or sooner where there are changes to legislation, regulatory requirements, guidance or Company practices.

Policy Owner: Mia Jones, Head of Business Services & Governance

Next Review Date: August 2027