

**WRUK LTD T/A WORKSHOP RECRUITMENT
EQUALITY, DIVERSITY AND INCLUSION POLICY**

Effective Date: 08 June 2026

Review Date: Annually

Policy Owner: Directors

1. POLICY STATEMENT

WRUK Ltd ("the Company") is committed to creating and maintaining a workplace that promotes equality, values diversity and fosters inclusion.

We believe that everyone should be treated with dignity, fairness and respect and should have equal opportunities to fulfil their potential regardless of their background or personal characteristics.

As a recruitment business, we recognise our responsibility to promote fair and inclusive recruitment practices for candidates, temporary workers, employees, clients and all other stakeholders.

The Company is committed to complying with the Equality Act 2010 and all other relevant legislation. Discrimination, harassment, victimisation and bullying will not be tolerated under any circumstances.

2. PURPOSE

The purpose of this policy is to:

- Promote equality of opportunity.
- Prevent unlawful discrimination.
- Encourage diversity throughout the business.
- Foster an inclusive workplace culture.
- Ensure fair and objective employment practices.
- Support compliance with legal obligations.
- Promote fair recruitment and selection practices.

3. SCOPE

This policy applies to:

- Employees.
- Directors.
- Temporary workers.
- Agency workers.
- Contractors.
- Consultants.
- Job applicants.
- Candidates.
- Clients.
- Suppliers and business partners where appropriate.

This policy applies throughout all stages of employment and recruitment, including:

- Recruitment and selection.
- Training and development.
- Promotion.
- Pay and benefits.
- Performance management.
- Disciplinary procedures.



Manufacturing



Engineering



Commercial



Sales &
Marketing



Construction

- Termination of employment.
- Temporary worker assignments.

4. OUR COMMITMENT

The Company is committed to:

- Treating people fairly and consistently.
- Making decisions based on merit and business needs.
- Creating an inclusive working environment.
- Recognising and valuing individual differences.
- Removing barriers to opportunity where reasonably practicable.
- Challenging inappropriate behaviour.
- Promoting a culture of mutual respect.

5. PROTECTED CHARACTERISTICS

The Company will not unlawfully discriminate on the grounds of any protected characteristic under the Equality Act 2010, including:

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

The Company also seeks to ensure fair treatment of all individuals regardless of background, social status, caring responsibilities or any other characteristic not relevant to the role.

6. TYPES OF DISCRIMINATION

The Company prohibits:

Direct Discrimination

Treating someone less favourably because of a protected characteristic.

Indirect Discrimination

Applying a provision, criterion or practice that disadvantages a group of people without objective justification.

Harassment

Unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Sexual Harassment

Unwanted conduct of a sexual nature.

Victimisation

Treating someone unfavourably because they have raised, supported or participated in a complaint relating to discrimination or harassment.

7. RECRUITMENT AND SELECTION

As a recruitment business, the Company is committed to fair and inclusive recruitment practices.



Manufacturing



Engineering



Commercial



Sales &
Marketing



Construction

The Company will:

- Advertise vacancies fairly.
- Assess candidates objectively.
- Select individuals based on skills, experience, qualifications and suitability for the role.
- Avoid discriminatory recruitment practices.
- Promote equal access to employment opportunities.
- Provide reasonable adjustments where appropriate.

Recruitment decisions will be based solely on merit and legitimate business requirements.

8. CLIENT INSTRUCTIONS

The Company will not knowingly accept discriminatory recruitment instructions from clients unless permitted by law.

Where potentially discriminatory requirements are identified, the Company will:

- Seek clarification.
- Provide appropriate guidance.
- Challenge unlawful requirements where necessary.
- Refuse to act upon unlawful discriminatory instructions.

The Company reserves the right to withdraw from recruitment assignments where unlawful discrimination is requested.

9. TEMPORARY WORKERS AND CANDIDATES

The Company is committed to ensuring that temporary workers and candidates are treated fairly and without discrimination.

We will:

- Promote equal access to opportunities.
- Support fair assignment practices.
- Comply with applicable employment and recruitment legislation.
- Investigate concerns promptly.
- Encourage individuals to raise concerns where they believe unfair treatment has occurred.

10. REASONABLE ADJUSTMENTS

The Company is committed to making reasonable adjustments for:

- Employees.
- Job applicants.
- Candidates.
- Temporary workers.

Adjustments may be made where required to remove barriers and support equal participation.

Individuals are encouraged to inform the Company of any adjustments they may require.

Each request will be considered on its individual circumstances.

11. TRAINING, DEVELOPMENT AND PROMOTION

The Company is committed to providing equal access to:

- Training.
- Career development.
- Promotion opportunities.



Manufacturing



Engineering



Commercial



Sales &
Marketing



Construction

- Professional development.

Decisions will be based on objective criteria and business needs.

12. WORKING ENVIRONMENT

The Company aims to provide a workplace that is:

- Inclusive.
- Respectful.
- Professional.
- Free from discrimination and harassment.

All employees are expected to contribute positively to maintaining these standards.

13. HARASSMENT AND BULLYING

The Company operates a zero-tolerance approach to harassment, sexual harassment and bullying.

Concerns will be dealt with under the Company's Anti-Harassment, Sexual Harassment and Bullying Policy.

Any individual found to have engaged in harassment or discrimination may be subject to disciplinary action.

14. REPORTING CONCERNS

Employees, candidates and temporary workers are encouraged to report concerns relating to:

- Discrimination.
- Harassment.
- Victimisation.
- Equality concerns.

Reports may be made to:

- A Line Manager.
- A Director.
- Another appropriate manager.

All concerns will be treated seriously and investigated appropriately.

15. VICTIMISATION

The Company prohibits victimisation.

No individual will suffer disadvantage because they:

- Raise a concern.
- Make a complaint.
- Support another individual's complaint.
- Participate in an investigation.

Victimisation may result in disciplinary action.

16. RESPONSIBILITIES

Directors

The Directors are responsible for:

- Promoting equality, diversity and inclusion.
- Reviewing this policy.
- Monitoring compliance.
- Supporting an inclusive culture.

Managers



Manufacturing



Engineering



Commercial



Sales &
Marketing



Construction

Managers are responsible for:

- Leading by example.
- Challenging inappropriate behaviour.
- Ensuring fair treatment.
- Addressing concerns promptly.

Employees

All employees are expected to:

- Treat others with dignity and respect.
- Support an inclusive workplace.
- Comply with this policy.
- Report concerns appropriately.

17. MONITORING AND REVIEW

The Company will periodically review its practices to ensure that:

- Equality of opportunity is promoted.
- Recruitment practices remain fair.
- Workplace standards are maintained.
- Legal compliance is achieved.

The Company may review recruitment, employment and workforce data where appropriate to identify opportunities for improvement.

18. BREACHES OF THIS POLICY

Failure to comply with this policy may result in disciplinary action. Serious breaches, including discrimination, harassment or victimisation, may constitute gross misconduct and result in dismissal. The Company may also take action against contractors, suppliers, clients or other third parties where appropriate.

19. POLICY REVIEW

This policy will be reviewed annually or sooner where required due to:

- Legislative changes.
- Business developments.
- Client requirements.
- Best practice guidance.

EMPLOYEE ACKNOWLEDGEMENT

I confirm that I have read and understood the Company's Equality, Diversity and Inclusion Policy.

Employee Name: _____

Signature: _____

Date: _____



Manufacturing



Engineering



Commercial



Sales &
Marketing



Construction