

Equal Opportunities Policy

Recruit with Purpose Limited

Version 2.0 | Updated 21 October 2026 | Review due 21 October 2027

1 Our commitment and scope

Recruit with Purpose Limited (RWP) is committed to fair access to work, equal opportunity and a working environment where people are treated with dignity and respect. We do not tolerate unlawful discrimination, harassment, sexual harassment, victimisation or bullying in our employment practices or recruitment services.

This policy applies to directors, employees, workers, contractors and people acting on RWP's behalf. It also sets our expectations of clients, suppliers and other people we work with. It covers candidates, job applicants and service users, as well as our own workforce, including work-related events, travel, remote work and online communications.

In England, Wales and Scotland, the principal framework is the Equality Act 2010, as amended, including applicable harassment protections. Northern Ireland has separate equality legislation, including protections relating to religious belief and political opinion. Our standards apply across the UK; directors must obtain appropriate advice where the applicable legal rules differ.

2 Protected characteristics and prohibited conduct

The Equality Act 2010 protects age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race, including colour, nationality and ethnic or national origins; religion or belief; sex; and sexual orientation. Protection can also apply to discrimination based on association or a perceived characteristic, where the law provides.

Discrimination: includes unlawful less favourable treatment because of a protected characteristic and unjustified rules or practices that disadvantage protected groups. It also includes unlawful discrimination arising from disability and failures to make reasonable adjustments.

Harassment: includes unwanted conduct related to a relevant protected characteristic that violates dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Sexual harassment is unwanted conduct of a sexual nature with that purpose or effect. Treating someone less favourably because they rejected or submitted to relevant harassment is also prohibited.

Victimisation: means subjecting someone to a detriment because they have made or supported a discrimination complaint, given evidence or done another protected act, or because it is believed they have or may do so.

Bullying, offensive remarks, intimidation and abusive behaviour breach RWP's standards even where the legal definition of discrimination or harassment is not met. A single incident or a pattern can be serious; conduct is not excused as a joke or "banter". The person's perception, the circumstances and the reasonableness of the effect are relevant to assessing harassment.

3 Leadership and responsibility

Henry Ivall, Director, owns this policy; James Ivall is the alternative contact. Directors must model appropriate behaviour, ensure fair decisions, provide training and act promptly on concerns. Everyone working for RWP must follow this policy, challenge inappropriate conduct where safe and report concerns through the routes below.

4 Fair recruitment and client instructions

Assess people against objective, relevant role requirements and their ability to do the work, with reasonable adjustments where required. Use clear advertisements, consistent selection criteria and structured evidence. Keep proportionate records of decisions. Do not rely on stereotypes, assumptions about family plans or protected characteristics, or vague “culture fit” judgements.

RWP must not act on discriminatory client preferences or advertise, shortlist or reject candidates on an unlawful basis. Challenge the instruction, explain the lawful approach and refer unresolved concerns to a director. Decline the instruction or reconsider the relationship if a lawful process cannot be agreed.

Conduct right-to-work checks consistently and lawfully. Do not equate nationality, accent or place of birth with immigration status or ability. Requirements such as location, language, qualifications or experience must be relevant and proportionate. Ask pre-offer health or disability questions only where the applicable law permits, for example to arrange recruitment adjustments.

Any proposed occupational requirement or positive-action measure must receive a director’s documented review and appropriate legal advice. Use only a lawful, evidence-based measure; this policy does not authorise automatic preferences or unlawful quotas.

5 Adjustments and fair employment

Invite people to explain barriers or adjustments they need, including accessible documents, alternative interview arrangements, additional time or changes to working methods. Discuss needs sensitively, assess reasonable adjustments promptly, record the decision and review effectiveness. Do not charge a disabled applicant, worker or service user for an adjustment RWP is legally required to make.

Where a client controls the workplace or interview process, work with the individual and client to secure appropriate adjustments and clarify responsibilities. Share health or disability information only where necessary and lawful; do not assume the person wants a diagnosis disclosed.

Apply fair criteria to pay, benefits, terms, training, promotion, development, flexible working, leave, performance management, grievances, discipline, redundancy and other exits. Respect equal-pay obligations and applicable protections for pregnancy, maternity and other family-related leave. Review practices that create unnecessary barriers.

6 Preventing harassment, including by third parties

RWP commits to taking all reasonable steps to prevent sexual harassment and harassment by clients, candidates, suppliers and other third parties. This is a proactive policy standard: directors must assess risks and implement safeguards before an incident occurs, as well as respond to reports.

- Assess risks arising from client meetings, recruitment interactions, events involving alcohol, travel, lone working, power imbalances and online communications. Record actions, owners and review dates.
- Explain expected behaviour to staff and relevant third parties; provide practical training, clear reporting routes and reminders before higher-risk activities.
- Act on warning signs and repeated concerns. Consider safer meeting arrangements, ending an interaction, restricting contact or suspending a relationship, with the affected person’s input where possible.

Do not treat a client’s commercial importance as a reason to overlook misconduct. Protective measures must not penalise the person raising the concern. Review whether safeguards are working and take further reasonable steps where needed.

7 Raising a concern

Anyone affected by or witnessing inappropriate conduct may raise a concern. Employees may speak to their manager or contact either director directly; candidates and other external parties may use the same routes. Report promptly where possible, but a delay does not by itself prevent a concern being considered.

Primary contact: Henry Ivall, Director — henry@recruitwithpurpose.co.uk

Alternative contact: James Ivall, Director — james@recruitwithpurpose.co.uk

Use James if Henry is involved or unavailable, and Henry if the concern involves James. If both are involved, ask for an independent person to handle the matter or seek external advice directly. There is no requirement to confront the person concerned or attempt informal resolution before making a formal complaint.

Give the information available, including what happened, when, who was involved and any relevant messages or witnesses. Reports may be made verbally or in writing; RWP will provide reasonable support and adjustments. Anonymous reports will be considered, although limited information may affect what can be investigated.

8 Handling complaints and protecting people

RWP will take concerns seriously and handle them promptly, sensitively and impartially. An uninvolved director will agree an appropriate process, arrange an independent investigator where necessary, preserve relevant evidence and consider immediate protection and support. Informal resolution may be appropriate if freely chosen and suitable; it must not replace an investigation where one is needed.

Give the person complained about a fair opportunity to respond. Keep the parties informed and communicate findings and action to the extent appropriate and lawful. Allow a review or appeal to a person not previously involved where practicable, using independent support if necessary. Employees may use the grievance procedure and applicable rights to accompaniment.

Share information only with those who need it for a fair investigation, support or lawful action. Confidentiality cannot be absolute. RWP will not retaliate against a person who raises an honestly held concern, gives evidence or supports another person, even if the complaint is not upheld. Report retaliation immediately.

Established misconduct may lead to disciplinary action, up to dismissal for gross misconduct, following a fair procedure. Action involving a client, supplier or other third party may include a warning, contact restrictions or ending the relationship, subject to legal and contractual obligations. Some conduct may also be criminal and can be reported to the police.

Nothing in this policy prevents seeking advice, making a protected disclosure, reporting to authorities or pursuing legal rights. Acas can advise in Great Britain; the Labour Relations Agency and Equality Commission for Northern Ireland can advise in Northern Ireland. Legal time limits can be short; internal procedures do not automatically stop them running.

9 Training, monitoring and review

Directors must arrange induction and refresher training, particularly for recruiters and managers, and review decisions, adjustments and complaints for patterns requiring action. Equality questionnaires must be voluntary unless a specific legal duty requires collection. Explain monitoring, identify a lawful basis, restrict access and separate responses from selection decisions. Use anonymous or aggregated reporting wherever possible.

Review this policy at least annually and sooner following relevant legal changes, significant concerns or changes to RWP's work. Record and follow up improvements. This policy does not form part of an employment contract and does not reduce statutory rights.

Policy owner: Henry Ivall, Director. Next scheduled review: 21 October 2027.