MARICE RECRUITMENT AGENCY LTD
EMPOWERING CARE, SUPPORTING OPERATIONS, ENSURING EXCELLENCE.

Equality, Diversity and Inclusion Policy

MRA-POL-011 | Version 0.2

Policy Control Information

Item	Details
Policy Title	Equality, Diversity and Inclusion Policy
Policy Reference	MRA-POL-011
Policy Owner	MRA
Designated Safeguarding Lead	Operations Manager
Version	0.2 edited
Approved By	Managing Director
Issue Date	25.11.2026
Review Date	Annually, and after any change in the law, a serious incident or an audit finding

1. Policy Statement

Marice Recruitment Agency Ltd ("the company") treats every candidate, worker, client and member of staff with fairness, dignity and respect. The company values the different backgrounds and experience its people bring, and does not tolerate discrimination, harassment or victimisation.

This policy is based on:

- Equality Act 2010, including section 55 (employment service-providers)
- Worker Protection (Amendment of Equality Act 2010) Act 2023
- Agency Workers Regulations 2010
- Human Rights Act 1998

2. Purpose

To make sure everyone has a fair chance of finding work through the company and is treated fairly while they work, and to make clear what the company expects of its staff, workers and clients.

3. Scope

This policy applies to all directors, managers and internal staff of Marice Recruitment Agency Ltd, wherever they are based, and to every worker the company supplies or introduces to clients in Healthcare Staffing, Warehouse, Logistics and Cleaning Services. It also applies to contractors, suppliers and anyone acting on the company's behalf.

4. Protected Characteristics

Nobody will be treated less favourably because of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race, including colour, nationality and ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

5. Fair Recruitment and Placement

- Candidates are assessed only on the skills, experience and checks the role needs
- Job adverts and role descriptions use fair, inclusive wording
- Reasonable adjustments are made for disabled candidates and workers throughout the process
- The company will refuse any client instruction to supply or reject workers because of a protected characteristic, unless the law allows a genuine occupational requirement, such as a same-sex carer for intimate personal care
- Any such request is recorded and reported to the HR Manager

6. Commitment to Workers and Staff

The company provides fair access to work, pay, training and promotion. Agency workers receive the rights set out in the Agency Workers Regulations 2010, including equal treatment on basic pay and conditions after 12 weeks in the same role with the same client.

7. Commitment to the People Our Workers Serve

Workers must respect the dignity, culture, beliefs and choices of the people they support or work alongside, and must never discriminate against them.

8. Preventing Discrimination, Harassment and Sexual Harassment

Harassment means unwanted conduct related to a protected characteristic that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. The company takes reasonable steps to prevent sexual harassment of its staff and workers, including by

clients and third parties, as the law requires. These steps include training, clear reporting routes, raising concerns with clients, and removing workers from sites where they are not protected.

Concerns can be raised with any manager, the HR Manager or under the Complaints Policy (MRA-POL-008) or the Whistleblowing Policy (MRA-POL-007). Nobody will be victimised for raising a concern in good faith.

9. Responsibilities

Who	Responsibility
Managing Director	Overall accountability and leading by example
HR Manager	Supervising this policy, handling concerns, training and monitoring
Managers and recruiters	Applying the policy in every decision and challenging unfair treatment
All staff and workers	Treating others with respect and reporting discrimination or harassment

10. Monitoring and Governance

Equality information given voluntarily by candidates and workers is used, without names, to check that recruitment and placements are fair. The HR Manager reviews the results and any concerns raised every year and reports to the Managing Director.

11. Review

This policy is reviewed every year, and after any change in equality law or a serious concern.