

## EQUAL OPPORTUNITY POLICY

STR Limited is an equal opportunities employer. As such, we aspire to reflect our diversity values in our internal recruitment procedures as well as our work ethics as a recruitment agency. We are committed to a policy of equal opportunities for all and shall adhere to such a policy at all times.

In accordance with existing as well as imminent equal opportunities (subordinate) legislation, including but not limited to the Race Relations Act 1976 (as amended), the Sex Discrimination Act 1975 (as amended), and the Disability Discrimination Act 1995 (as amended). STR treats everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, religion, ethnic or national origin, membership or non-membership of a trade union, working hours or whether on a fixed term or permanent contract.

STR is committed to recruiting and retaining personnel whose skills, experience, and attitude are appropriate to the requirements of the various positions regardless of age. We also encourage our clients not to include any age criteria or other subjective criteria in job specifications and every attempt will be made to persuade clients to recruit on the basis of competence and skill and not age.

STR is committed to providing equal opportunities training for staff through corporate membership of the Recruitment and Employment Confederation (REC). The REC, as the governing body for the Recruitment Industry, ensures that corporate members and their staff meet current equal opportunities standards. Our staff are obliged to respect and act in accordance with this policy. To ensure that staff have an understanding of the importance of Equal Opportunity and support our policy, written guidelines on STR's Equal Opportunities Policy are available at all times in the staff handbook.

STR is committed to treating all full-time and part-time workers and job applicants (actual and potential) fairly and selection of employment, promotion, training or any other benefit will be based on relevant merits, aptitude and ability. In addition, STR does not directly or indirectly discriminate when deciding which candidates are submitted for a vacancy or assignment or in any terms of employment, engagement or advertising. STR ensures that each individual is assessed solely in accordance with their merits, qualifications and abilities with regard to the requirements of the particular job/position.

Furthermore, STR will not accept instructions from clients that indicate that an element of unlawful discrimination or harassment will be brought to fruition unless there are genuine occupational requirements or other legislative exceptions detailed in the instructions. It is our intention to work with organisations that have a similar equal opportunities policy to STR.

Workers who believe they have suffered any form of discrimination, harassment or victimisation are encouraged to raise the matter with their manager. STR has in place procedures for dealing with grievances. Details of the grievance procedure can be found in the Staff Handbook. Any complaint will be dealt with seriously and without undue delay.

Any breach of this policy by employees of STR will be treated as misconduct, or in the case of serious breaches, gross misconduct. Where appropriate, disciplinary action will be taken, which could in serious cases, lead to dismissal with or without notice or payment in lieu of notice. In addition, individuals can be held personally liable for acts of discrimination/harassment that they commit, authorise, contribute to or condone.

This policy is not contractual but is a statement of the current STR policy. This policy is reviewed annually or when required. STR reserves the right to amend the policy as necessary to meet any change in requirements.