

**Equal Opportunities and Diversity Policy**

Tay Associates embraces diversity and will seek to promote the benefits of diversity in all of our business activities. We will seek to develop a business culture that reflects that belief. We will seek to widen the media in which we recruit to ensure as diverse an employee and candidate base as possible. We will strive to make sure that our clients meet their own diversity targets.

Tay Associates is committed to diversity and will promote diversity for all employees, workers and applicants and shall adhere to such a policy at all times. We will review on an ongoing basis all aspects of recruitment to avoid unlawful or undesirable discrimination. Tay Associates will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, pregnancy or maternity ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a trade union or spent convictions, and places an obligation upon all staff to respect and act in accordance with the policy. Tay Associates are committed to providing training for its entire staff in equal opportunities practice.

Tay Associates shall not discriminate unlawfully when deciding which candidate or temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Tay Associates will ensure that each candidate is assessed only in accordance with the candidate’s merits, qualifications and abilities to perform the relevant duties required by the particular vacancy.

* Tay Associates will not accept instructions from clients that indicate an intention to discriminate unlawfully.

**Discrimination**

Unlawful discrimination occurs in the following circumstances:

1. **Direct discrimination**

Direct discrimination occurs where one individual treats or would treat another individual less favourably on the grounds of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, pregnancy or maternity ethnic or national origin, religion or belief, political beliefs (‘the protected categories’).

It is unlawful for a recruitment consultancy to discriminate against a person on the grounds that they are members of a protected category:

* In the terms on which the recruitment consultancy offers to provide any of its services;
* By refusing or deliberately omitting to provide any of its services;
* In the way it provides any of its services.

Direct discrimination would also occur if a recruitment consultancy accepted and acted upon a job registration from an employer which states that certain persons are unacceptable because they are members of a protected category, unless one of the exceptions applies, for instance, the job demands a genuine occupational requirement or, in the case of age, the discrimination can be lawfully justified.

1. **Indirect Discrimination**

Indirect discrimination occurs where an agency or employer applies a provision, criterion or practice generally but which is such that a proportion of persons in a protected category who can comply with it are considerably smaller than the proportion of persons who are not in that protected category.

Indirect discrimination would also occur if a recruitment consultant accepted and acted upon an indirectly discriminatory instruction from an employer.

If the vacancy requires characteristics which amount to a genuine occupational requirement or the instruction is lawfully discriminatory due to a statutory exception or objective justification, Tay Associates, will not deal further with the vacancy unless the client provides written confirmation of such genuine occupational requirement, exception or justification.

If at any time an agency worker believes they are not receiving equal treatment, they are encouraged to report this, in writing or via telephone, to the Managing Director. The Managing Director will then take appropriate action to fully investigate each situation in accordance with the Equality Act 2010.