



APOLLO RECRUIT

Anti-Discrimination Policy

Apollo Recruitment Solutions Ltd

1. Introduction

Apollo Recruitment Solutions Ltd is committed to promoting an inclusive and respectful workplace where all individuals are treated fairly and with dignity. Discrimination, harassment, and victimisation will not be tolerated in any form. This policy outlines our commitment to preventing discrimination and ensuring equal opportunities for all employees, clients, and stakeholders.

2. Purpose

The purpose of this policy is to:

- Prevent discrimination, harassment, and victimisation in the workplace.
- Promote a culture of diversity, equality, and inclusion.
- Ensure compliance with the **Equality Act 2010** and other relevant legislation.
- Provide guidance on reporting and handling discrimination complaints.

3. Scope

This policy applies to all employees, contractors, job applicants, clients, suppliers, and any individuals associated with Apollo Recruitment Solutions Ltd.

4. Definition of Discrimination

Discrimination occurs when an individual is treated unfairly based on a **protected characteristic**, which includes:

- 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. Types of Discrimination

- **Direct Discrimination** – Treating someone less favourably because of a protected characteristic.
- **Indirect Discrimination** – Applying policies or practices that disadvantage certain groups.
- **Harassment** – Unwanted behaviour that creates an intimidating, hostile, or degrading environment.
- **Victimisation** – Treating someone unfairly because they have raised a complaint or supported another person's complaint.

6. Responsibilities

6.1 Company Responsibilities

- Ensure policies and practices comply with anti-discrimination laws.
- Promote an inclusive workplace free from discrimination.
- Take immediate action on reported incidents of discrimination or harassment.

6.2 Employee Responsibilities

- Treat colleagues, clients, and third parties with respect.
- Avoid behaviour that could be considered discriminatory, harassing, or offensive.
- Report any incidents of discrimination or harassment.

6.3 Manager Responsibilities

- Lead by example in fostering an inclusive and respectful work environment.
 - Address any complaints or concerns promptly and fairly.
-

7. Reporting and Complaints Procedure

Employees and stakeholders can report discrimination concerns through the following channels:

- **Line Manager:** Speak to your direct manager if appropriate.
- **HR Department:** Raise concerns formally with HR.
- **Confidential Reporting:** Use the Company's whistleblowing hotline if anonymity is preferred.

Investigation Process:

- Complaints will be acknowledged within **3 working days**.
- A fair and impartial investigation will be conducted.
- Appropriate action will be taken based on findings, including disciplinary measures if necessary.
- The complainant will be informed of the outcome where possible.

Retaliation against individuals who report discrimination in good faith is strictly prohibited.

8. Disciplinary Action

- Employees found to have engaged in discriminatory behaviour may face disciplinary action, up to and including dismissal.
- Clients, suppliers, or third parties involved in discriminatory conduct may have their business relationships with the Company terminated.

9. Training and Awareness

- Regular training will be provided to employees on diversity, equality, and inclusion.
- Managers will receive additional training to handle discrimination complaints effectively.

10. Policy Review

This policy will be reviewed annually to ensure compliance with legal and best practice standards.

11. Policy Approval

This Anti-Discrimination Policy is approved by the Directors of Apollo Recruitment Solutions Ltd and is effective from the date of publication