



## **Equality, Diversity and Inclusion Policy**

Cribba is committed to encouraging equality, diversity and inclusion in the workplace, to encourage and promote the business benefits to our clients of a diverse workforce and to eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our clients, and for each employee, client, candidate to feel respected and able to give their best. Cribba, in providing recruitment services is also committed against unlawful discrimination. We can assist clients by providing guidance to achieve their objectives around diversity and inclusion.

Our policy's purpose is to:

1. Provide equality, fairness and respect for all Candidates progressing through the process of employment, whether temporary, part-time or full-time.

2. Diverse Talent Pool:

Not unlawfully discriminate, ensuring your roles advertisements are applicable to everyone ensuring both compliance with the Equality Act 2010 protected characteristics 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, but also ensuring the advertisement appeals to a more diverse talent pool.

3. Cribba commits to:

a. Encourage equality, diversity and inclusion in our building Diversity Talent Pool, this is good practice and makes business sense, as it has been shown organisations with a diverse workforce outperform those with limited diversity.

b. We can tailor the advertising strategy to meet your objectives, targeting specific job boards and advertising channels.

c. Blinding CVs to avoid any unconscious bias, we can remove names, ages, or any vocabulary so that the application is completely anonymised.

d. Provide you with a varied shortlist that assists you to achieve your diversity objectives.

e. We can provide interview questions, work with you to provide diverse interview panels, and help to prepare candidates where a level recruitment process would be advantageous.

f. We can provide insights as the recruitment process is progressing and suggest any changes to achieve your diversity objectives.



## What we do for our People

4. We create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

b. We include training for all our people about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include our people conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand they, as well as Cribba, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

5. Make opportunities for training, development and progress available to all our people, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

8. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, clients, applicant, visitors, and any others in the course of Cribba's work activities. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken.

9. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

10. Diversity and Inclusion Champions to assist Cribba to monitor and develop further how we are doing.