

JGA Recruitment Group Equality, Inclusion & Diversity Policy

MISSION STATEMENT:

JGA Recruitment Group is committed to eliminating discrimination and encouraging diversity and inclusion in the workplace both as an employer and as a provider of recruitment services. We recognise and appreciate that every individual is different, and our aim is that our workforce and service users will be truly representative of all sections of society.

We ensure that everyone, whether a candidate seeking work through JGA Recruitment Group, a client placing a vacancy or one of our own employees, is valued and respected and seek to provide all with the opportunity for employment, career, and personal development based on ability, qualifications, and suitability for the work, as well as their potential to be developed into the job.

OUR AIM:

Our aim at James Gray Associated Ltd is that our workforce will be truly representative of all sections of society and each person feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all and not to discriminate on grounds of gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, social origin, family situation, political, trade union or religious opinions, colour, nationality, national origin, disability, sexual orientation, or age in compliance with the Equality Act 2010. JGA Recruitment Group opposes all forms of unlawful and unfair discrimination.

For our policy to be successful, it is essential that everyone is committed to, and involved in its delivery. Our goal is to work towards a just society, free from discrimination, harassment, and prejudice. We aim to embed this in all our policies, procedures, day-to-day practices, and all relationships.

ACCORDINGLY, IT IS OUR POLICY TO ADHERE TO THE FOLLOWING:

- All employees, whether part-time, full-time, or temporary, and all candidates registered with us, will be assessed objectively; selection for employment, promotion, training, or any other benefit will always be based on aptitude and ability. All employees and candidates will be helped and encouraged to develop their full potential and the talents and resources of JGA Recruitment Group will be fully utilised to maximise the efficiency of the organisation.
- JGA Recruitment Group is committed to ensuring that training, development, and progression opportunities are available to all staff and we have made it mandatory for every consultant to complete Equality, Diversity, and Inclusion - Level 2 CPD training and certification.
- JGA Recruitment Group will not discriminate unlawfully when deciding which candidate is submitted for a vacancy, or in any terms of employment or terms of engagement for candidates. We will ensure that each is assessed only in accordance with their merits, qualifications, and ability to perform the relevant duties required by the vacancy.
- JGA Recruitment Group will not accept instructions from clients that indicate an intention to discriminate unlawfully.
- In compliance with the [Equality Act 2010](#), JGA Recruitment Group will not discriminate unlawfully against a person on the grounds of a protected characteristic. We will accordingly make career opportunities available to all people regardless of **age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity**; and every practical effort will be made to provide for the needs of candidates, clients, and staff.
- To ensure that we are recruiting based on competence and skill, JGA Recruitment Group will accordingly safeguard that job specifications and adverts focus on the nature of jobs and skills required and avoid using any subjective criteria or language discriminating against any group, which may indicate otherwise.

OUR COMMITMENT:

- To work hard to ensure we always attract diverse candidate talent pools for our clients by ensuring that **equality, diversity, and inclusion is at the heart of everything we do.**
- To create an environment in which individual differences and the contributions of all our employees and service users are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Equality in the workplace and between JGA Recruitment Group and service users is good management and makes sound business sense.
- JGA Recruitment Group shall always adhere to such a policy and place an obligation upon all staff to respect and act in accordance with the policy.
- We will monitor and review the policy on an on-going basis to avoid unlawful or unfair discrimination.
- Breaches of our Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary proceedings.
- As part of our commitment to diverse hiring, we have made it mandatory for every consultant to complete **Equality, Diversity, and Inclusion - Level 2 CPD training and certification.**
- We also ensure that our diversity recruitment strategies are constantly evolving to ensure that we continually improve our ability to ensure workforce diversity, job satisfaction, culture, community impact, innovation, and better business results.
- We are committed to employing a diverse workforce to better reflect our customer base and the communities we serve.

PROMOTING DIVERSITY IN RECRUITMENT:

JGA Recruitment Group have recorded and released a number Podcasts and webinars that proactively promote our recruitment approaches to Equality, Diversity & inclusion:

- Podcast: [Equality, Diversity & Inclusion In The Workplace](#)
- Podcast: [Diversity & Inclusion Thought Leadership](#)
- Webinar: [10 Reasons to Realign Diversity Recruitment Strategies Post-Pandemic](#)

DIVERSITY MONITORING

As part of our commitment to ensuring the recruitment processes, attraction, selection, interviewing and onboarding of all individuals is conducted in a non-biased way, we provide all applicants the opportunity to complete our [Diversity Monitoring Form](#).

This monitoring form will help us to build an accurate picture of the make-up of our talent pools in encouraging equality, diversity and inclusion. Responses are anonymous and completing out diversity monitoring form is entirely voluntary. The data gathered is separated from any application and is not be used to form any part of any selection process. However, the data gathered can be used to inform our future initiatives.

Applicants can also access our Diversity Monitoring Form using this QR Code:

