

Equal Opportunities Policy

6. RECRUITMENT AND SELECTION

6.1 We aim to ensure that no job applicant suffers discrimination because of any of the protected characteristics above. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate. Shortlisting of applicants should be done by more than one person wherever possible.

6.2 Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying. Where possible, they should include an appropriate short policy statement on equal opportunities and a copy of this policy can be sent on request to those who enquire about vacancies.

6.3 We take steps to ensure that our vacancies are advertised to a diverse labour market. Where appropriate, the Company may approve the use of lawful exemptions to recruit someone with a particular protected characteristic - for example, where the job can only be done by a woman. The advertisement should specify the exemption that applies.

6.4 Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions for example: (a) Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments). (b) Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment. (c) Positive action to recruit disabled persons. (d) Equal opportunities monitoring (which will not form part of the decision-making process).

6.5 Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants should not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment.

6.6 We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents Equal Opportunities Policy For internal use only ©Copyright 2021 citrus HR Ltd. All Rights Reserved Last updated July 2019 Page 4 (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the UK Border Agency.

6.7 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.