

EQUAL OPPORTUNITIES POLICY

V6.1 November 2025

DEFINITION

This policy applies to all PeopleScout Ltd employees. PeopleScout, a TrueBlue Company, operates in the UK under both the PeopleScout and TMP brand names.

PURPOSE & SCOPE

It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the nine "protected characteristics" in the Equality Act 2010. These are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. This policy sets out guidelines to prevent any such discrimination.

This policy applies to all employees who work under a contract of employment, all agency staff, contractors, workers and consultants who work under a contract for service and all other third parties.

Harassment is also referred to in the company's Bullying, Harassment & Victimisation Policy which is specifically designed to cover these issues.

POLICY STATEMENT

The company is committed to equal opportunities in all of its employment practices, policies and procedures. No employee or potential employee will therefore receive less favorable treatment due to any protected characteristic. All recruitment, selection, training and promotion of staff will be based on merit.

We are committed wherever practicable to achieving and maintaining a workforce which broadly reflects the local catchment area within which we operate. In addition, the company is committed to carrying out its business ethically and in line with good Equal Opportunities practice.

DEFINITIONS

The company will take all reasonable measures to ensure that no job applicant, employee, contractor/agency worker or ex-employee is subjected to any form of discrimination; this will include:

Direct Discrimination

The less favorable treatment of a person compared with another person because of a protected characteristic. Direct discrimination extends protection based on association and perception.

Indirect Discrimination

When a provision disadvantages people with a protected characteristic, unless the person applying the provision can justify it as a proportionate means of achieving a legitimate aim. Indirect discrimination applies to all of the protected characteristics, apart from pregnancy and maternity

Victimisation

Victimisation occurs when an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a

grievance under the Equality Act 2010, or because they are suspected of doing so, or being about to do so

Harassment

Harassment is unwanted conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. It is not the intentions of the perpetrator but the reasonable perception of the recipient that matters.

JOB DESIGN

The company recognises the need to consider, where appropriate, flexible working patterns such as job share, part-time working and/or partial home working where an employee has a need to reduce their working hours. These methods of working will be considered dependent on business needs.

ADVERTISEMENTS

Where appropriate, vacancies will be advertised internally to provide an equal opportunity for all interested persons to apply.

Where the company needs to engage in external recruitment activities, it will ensure, where appropriate, that such activities will ensure broad reach of the job seeking audience. The content and language of job advertisements will not directly or indirectly discriminate against or dissuade certain groups from applying.

Applications will be encouraged from all suitably qualified individuals and, where appropriate, particular emphasis will be placed upon encouraging applications from those who may be currently underrepresented in the workforce.

An exception to the above applies when special arrangements are made for the redeployment of personnel who would otherwise be at risk of redundancy.

As part of the recruitment process all advertisements, whether internal or external must be approved by the Internal Recruiting team after discussion with the hiring manager recruiting for the vacancy.

RECRUITMENT, TRANSFERS AND PROMOTIONS

Prior to the selection process beginning, managers will examine all selection criteria to ensure that they are related to the job requirement and are not unlawfully discriminatory.

Wherever possible, standard competency or situational based structured interviews will be used. The interview questions will be designed based on the skills and competency requirements of the role with objective scoring criteria used to assess candidate suitability. All appointments will be made solely on merit.

TRAINING & DEVELOPMENT

Nominations for training opportunities will be based upon the employee's merits and abilities, business needs and the availability of appropriate work-related courses.

Whenever practicable, training will be arranged so that all categories of employees may attend e.g. part-time employees. All employees will undertake annual goal setting and quarterly goal review activities with their line manager. There will be positive encouragement to discuss suitable development and training opportunities.

REDUNDANCY & REDEPLOYMENT

With reference to the appropriate policies, the selection for redundancy and/or redeployment must be conducted in a manner which avoids any direct or indirect discrimination.

OTHER POLICIES

All company policies, remuneration opportunities, hours of work, unsocial hours, performance review process, disciplinary procedure and benefits are designed to promote equal potential and protection for all employees.

The company is also committed to ensuring that it recognises cross-cultural differences. To this end, the company acknowledges different religious/festival requirements and aims to take steps to accommodate reasonable requests for annual leave during such periods.

DISABLED PERSONS

The company wishes to ensure that people with disabilities are supported and encouraged to apply for employment with the company. They will be treated so that they have an equal opportunity, so far as is justifiable, to be selected, trained and promoted. Reasonable efforts will be made to help any person who is disabled make reasonable adjustments to the job where practicable.

MONITORING

The company engages in equal opportunities monitoring through questionnaires issued upon commencement of employment which applies to ethnic origin, disability, gender and age. This information is confidential and is held within the Human Resources department.

COMMUNICATION

The details of this policy will be communicated to all current employees and new starters. All job applicants may also receive details of the policy upon request. Where necessary any communication initiative will take account of literacy difficulties, communication disabilities and be aware if the recipient's first language is not English.

UNCONSCIOUS BIAS

Unconscious bias refers to the biases which are not in conscious control. They occur automatically, making quick judgments and assessments of people and situations based on background, cultural environment and experiences.

This could negatively influence decisions in recruitment, promotion, staff development and recognition. Where unconscious bias is against a protected characteristic, it can be discriminatory.

The company expects all employees to adopt the following:

- a) Recognising own biases and when these might impact on decision making.
- b) Taking time to consider issues properly and thoroughly based on evidence.
- c) Making decisions by evidence, and recording the reasons for decisions.
- d) Working with a wide range of people and getting to know them as individuals to recognise and appreciate individual difference (this could include working with different teams or colleagues based in a different location).
- e) Focusing on positive behaviour of people and not negative stereotypes.

ADHERENCE TO POLICY

It is the responsibility of managers to:

- a) Ensure that the minimum standards established within this policy are adhered to within their area of responsibility.
- b) Not induce or attempt to induce others to practice unlawful discrimination.

All employees, at every level, must:

- a) Co-operate with any measures introduced to ensure equal opportunity.
- b) Report any suspected discriminatory acts or practices.
- c) Not induce or attempt to induce others to practice unlawful discrimination.
- d) Not victimise anyone as a result of them having reported or provided evidence of discrimination.
- e) Not harass, abuse or intimidate others on account of their race, gender etc.
- f) Not canvass job applicants in an attempt to discourage them from applying or taking up a post.

Any breach of the Equal Opportunities Policy will be dealt with through the disciplinary procedure. Serious offences, such as harassment, will be dealt with as gross misconduct and may result in summary dismissal.

RESPONSIBILITY

All those persons referred to within the scope of this policy are required to adhere to its terms and conditions. They must understand that this policy is also incorporated into their contract of employment.

Individual managers are responsible for ensuring that this policy is applied within their own area. Any queries on the application or interpretation of this policy must be discussed with the Human Resources department prior to any action being taken.

The Human Resources department has the responsibility for ensuring the maintenance, regular review and updating of this policy and are therefore responsible for revisions, amendments or alterations to the policy.

LEAVING EMPLOYMENT

The HR department must be consulted before any disciplinary action or dismissal regarding poor attendance (where the employee is absent due to a disability), performance or capability is taken. Where disciplinary action or a dismissal is due for reasons not associated with the disability the normal procedures will apply.

In a redundancy situation, disability will not be considered within any selection criteria and every effort will be made in order that an equal opportunity for finding suitable alternative employment within the company is provided.

ENDORSEMENT & APPROVAL

Approved by:	HR Business Partner
Date:	November 2025
Next Review Date:	November 2026

This policy will be reviewed annually, or sooner if there are changes in employment law or business needs, to ensure compliance with current UK legislation and best practice.