

EQUAL OPPORTUNITIES/DIVERSITY POLICY

Haupt Recruitment UK Ltd is committed to the development of an equal opportunities policy and the use of employment procedures and practices which do not discriminate on the gender, sexual orientation or marital status; race, colour or nationality; physical or mental disability; responsibilities for dependants or part time workers; or offending background.

Haupt Recruitment UK recognises that all of its employees and temporary workers have rights under the Working Time Regulations to daily and weekly rest periods, to rest breaks, to holidays and to limited average weekly hours. Any employee or temporary worker exercising these rights will not be discriminated against.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

This policy applies to all areas of recruitment, selection for promotion and training.

All grievances relating to discrimination, victimisation or harassment due to any of the above will be treated seriously and are reported at the monthly Board meetings.

- Any employee failing to adhere to the company's policy by behaving in a discriminatory manner will be subject to disciplinary procedures up to and including dismissal. The employee may be suspended during investigations.
- Any company requesting that we discriminate in our selection processes must be reported immediately to the Company Secretary and supply of staff will stop if such requests are not justified.
- It is expected that all workers are fairly treated whilst on assignment and that the worker treats all co-workers and the client's own employees with due respect and dignity. Action will be taken under this policy and the worker may be suspended pending investigation.

Haupt Recruitment UK monitors its performance under the Equal Opportunity Policy and to this end records certain sensitive information. The data is only made available for use by a small number of trained staff and is protected in accordance with the company's data protection policy.



POSITIONS REQUIRING A CRIMINAL RECORD BUREAU CHECK

Unless the nature of the position allows Haupt Recruitment UK to ask questions about your entire criminal record we only ask about "unspent" convictions as defined by the Rehabilitation of Offenders Act 1974.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. This information may be given direct in writing to the Company Secretary at 55 Sheep Street, Northampton. NN1 2NE, should you wish. Such information will only be seen by those who need to see it as part of the recruitment process.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All staff involved in the recruitment process have been suitable trained to identify and assess the relevance and circumstances of offences.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position.