PINEAPPLE PARTNERS

Equality, Diversity and Inclusion Policy

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1. Purpose

Where our Equal Opportunities Policy sets the legal floor, this policy describes the culture we choose to build on top of it. Pineapple Partners wants a business, and to help clients build workforces, where difference is an asset, everyone can contribute fully, and nobody has to leave part of themselves at the door.

2. Our commitments

- Encourage equality, diversity and inclusion in the workplace, ours and, through the candidates we present, our clients'.
- Create an environment free of bullying, harassment, victimisation and unlawful discrimination, where individual differences and contributions are recognised and valued.
- Take seriously complaints of bullying, harassment, victimisation and discrimination, from staff, workers, candidates or clients, and deal with them under our complaints, disciplinary and grievance procedures. Serious cases can amount to gross misconduct and dismissal.
- Train everyone about their rights and responsibilities under this policy, including conduct that sexual harassment law and equality law make unlawful.
- Review employment practices and this policy annually, and update them where the law or fairness requires.

3. What this looks like day to day

Decisions about work, who is hired, put forward, developed or promoted, are made on capability and conduct. Language and behaviour in the office and on assignment are professional and respectful. Adjustments, flexibility and accessibility are treated as normal parts of good work design, not favours. When we see practices, ours or a client's, that shut people out unnecessarily,

we change them or challenge them.

4. Agreement to follow this policy

This policy is fully supported by senior management. Responsibility for it sits with Mathew Vandermotten, Director, and every employee and placed worker is required to follow it as a condition of working with us.

5. Grievances and breaches

Details of our grievance and disciplinary procedures are available from us and at www.pineapple-partners.co.uk. Use of those procedures does not affect an individual's right to bring a claim to an employment tribunal, ordinarily within three months of an alleged act of discrimination.