

Shire & Wold Staffing Ltd strongly embraces the principles of equality, diversity, and inclusion (EDI) across its entire organization. We are committed to integrating practices that highlight the benefits of EDI in all our business operations. Our goal is to foster a business culture that embodies these values, cultivating an environment where equality, diversity, and inclusion flourish.

To achieve these objectives, Shire & Wold Staffing Ltd has developed a comprehensive diversity and inclusion plan, incorporating initiatives aimed at realizing these aspirations. We are dedicated to taking proactive and effective steps to promote EDI among our staff, workers, clients, and applicants. A dedicated committee will be formed to oversee the implementation of these initiatives. We have assessed the necessary changes and are actively working towards becoming a truly inclusive and diverse business. Our commitment lies in our actions, ensuring that EDI is a guiding principle in everything we do.

As a boutique recruitment agency in Oxfordshire with a UK wide presence, we specialise in connecting exceptional support staff with top businesses and individuals worldwide. While our primary focus is matching talents, we recognize our responsibility to champion diversity not only within our organization but also among the employers we collaborate with. By encouraging clients to embrace and support EDI and helping them attain their diversity goals, we can promote EDI practices. Our brand embodies excellence, positivity, integrity, dedication, and gravitas, and we are devoted to applying these principles to EDI.

Shire & Wold Staffing Ltd is unwavering in its commitment to diversity and will actively promote diversity for all employees, workers, and applicants. We will broaden our recruitment channels to ensure a diverse base of employees and candidates. Rigorous assessment of all recruitment aspects will be undertaken to prevent any form of unlawful discrimination. We are committed to treating everyone fairly and equally, without prejudice based on "protected characteristics" as defined by the Equality Act 2010, which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Discrimination based on trade union membership or non-membership will also be strictly prohibited.

Equipping our entire staff with training in equality, diversity, and inclusion practices is a priority at Shire & Wold Staffing Ltd. We will avoid imposing unnecessary requirements that may exclude specific groups and will refrain from setting discriminatory criteria for roles. Our selection of candidates for vacancies or assignments will be based solely on their merits, qualifications, and capacity to fulfil role responsibilities.

Our commitment extends to addressing any instances of poor practice and furthering the broader EDI agenda. Continuous review of updated materials will drive

us to cultivate a workplace that promotes and encourages EDI. All members of staff are expected to adhere to and respect this policy.

### EDI Key Actions

Action	Target	Lead
Establish an EDI Committee	Ongoing	Management
Implement initiatives from the D&I Plan	Ongoing	Management
Provide updated training & resources for staff	Ongoing	Head of EDI Committee
Review updates on current legislation	Annually	Head of EDI Committee

### EDI Initiatives - Diversity & Inclusion Plan

#### Internal Training

- Unconscious bias training program for staff
- Sharing ongoing resources to promote minority-owned businesses, influencers, authors, and EDI news
- Monthly internal book club focusing on minority authors
- Continuous measurement and monitoring for accountability

#### External Education and Communication

- Regular EDI thought leadership content and events
- Promotion of minority groups across business, literature, arts, culture, and social media
- Supplier and partner review

## Ongoing Process and Measurement

- Establishment of EDI Committee
- Continuous data monitoring of interviewed and placed candidates

## Internal Hiring

- Establishment of internal apprenticeships to support social mobility

## Discrimination

Unlawful discrimination takes place when:

- **Direct Discrimination:** Treating an individual unfavorably due to a protected characteristic.
- **Indirect Discrimination:** Applying practices that disadvantage individuals with protected characteristics.
- **Harassment:** Unwanted conduct related to a protected characteristic that violates dignity or creates a hostile environment.
- **Victimisation:** Treating someone unfavorably due to their involvement in raising concerns about discrimination.

## Disabled Persons

Shire & Wold Staffing Ltd will make reasonable adjustments to support disabled employees and workers, ensuring they are treated fairly and equitably.

## Age Discrimination

Shire & Wold Staffing Ltd commits to treating all individuals with fairness, regardless of age. Age criteria will not be included in job specifications, promoting selection based on competence and skills.

## Part-Time Workers

Part-time employees will be treated equally to full-time employees, with no detriment, and will receive the same benefits on a pro rata basis.

## Gender Reassignment Policy

Shire & Wold Staffing Ltd provides support to employees undergoing gender reassignment, fostering a workplace free from discrimination.

## Recruitment of Ex-Offenders

We will follow the DBS Code of Practice when recruiting individuals with criminal records, ensuring fairness and transparency.

### **Complaints and Monitoring Procedures**

Shire & Wold Staffing Ltd has established monitoring procedures and complaint mechanisms to address any discrimination concerns effectively.