



Angard Staffing

Equality and Fairness Policy

Angard Staffing (Angard) is committed to embedding equality, diversity, and fairness at the core of its values, policies, and everyday working practices. This policy sets out our principles and approach to promoting equality, diversity, and fairness throughout all stages of employment.

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Scope of this Policy

This policy applies to all employees working for Angard Staffing (Angard) and covers all aspects of the employment relationship, including recruitment, training, placement, transfer, dismissal, remuneration, and grievance and disciplinary procedures and decisions. It also covers prospective employees applying to work for Angard. This policy does not form part of any contract of employment.

Overview

Angard will not discriminate against employees on the grounds of the following **protected characteristics** (listed below in alphabetical order) **as** covered by the **Equality Act 2010**:

- age
- disability
- gender reassignment
- marital or civil partnership status
- pregnancy or maternity status

- race (including ethnic or national origin, nationality or colour)
- religion/faith or belief (including political opinion in Northern Ireland)
- sex or gender identity
- sexual orientation

Angard is committed to promoting fair participation and equality of opportunity for all our employees and job applicants. We aim to create an environment in which all individuals can make the best use of their skills, free from discrimination or harassment.

Angard's Policy is to provide opportunities based on an employee's performance and skills. You should be aware that in certain circumstances you may be personally legally liable for any discriminatory actions.

Our commitment

Angard is committed to:

- fostering a workplace that promotes equality of opportunity for all and ensuring fair participation in employment.
- treating those who interact with our business with dignity and respect ensuring fair access to our services.
- treating as irrelevant all factors which do not genuinely affect a person's ability to undertake a particular job.
- promoting awareness of what behaviours are and are not acceptable.
- investigating breaches of this policy and acting against anyone deemed to have acted against the spirit of this policy.
- regularly reviewing aspects of this policy to make sure that it reflects and accounts for the most up to date legal regulations and is effective.
- taking lawful affirmative or positive action, where appropriate.

Expectations

All employees working for Angard must (including when working on any assignment at Royal Mail Group Limited (**Royal Mail**)):

- adapt and follow the guiding principles of this policy.
- not discriminate in their day-to-day activities or encourage others to do so.
- not harass or intimidate other employees, customers or suppliers (including, those of Royal Mail) on the grounds of one of the protected characteristics or their perception of a protected characteristic, or because of their association with another individual who has a protected characteristic
- must call the Angard Helpline Number 0333 240 8502 or email hr@angardstaffing.co.uk if they become aware of any discriminatory practice.

Any employee who is found to have committed an act of discrimination, victimisation or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and may result in summary dismissal.

Discrimination, victimisation and harassment

Direct discrimination occurs where someone is treated less favourably because they have, or are perceived to have, one or more of the protected characteristics

Indirect discrimination occurs where an unjustified provision, criterion or practice puts certain groups of people that share a protected characteristic at a disadvantage compared with others

Victimisation occurs when someone is treated less favourably or unfairly because they have made or are believed to have or support a discrimination-related complaint

Harassment is unwanted conduct that has the purpose or effect of violating someone’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment includes sexual harassment as well as bullying behaviour which could be physical, verbal, written or carried out in another way, including online

Bullying is any intimidation or behaviour that undermines the competence, effectiveness, confidence or integrity of the person being bullied. When harassment is related to a protected characteristic, it is a form of discrimination, but harassment can also be unrelated to a protected characteristic (e.g. hair colour or facial features)

Some examples (this list is not exhaustive) of acceptable and unacceptable behaviour which will not be tolerated are provided in the table below:

Unacceptable behaviour	Acceptable behaviour
<ul style="list-style-type: none">• Suggestive remarks or gestures.• Display of pictures with sexual or radical undertones.• Demeaning or ridiculing someone.• Jokes and banter of a derogatory nature.• Unwelcome touching.• Any sexual advances.	<ul style="list-style-type: none">• Talking to employees about their performance.• Providing constructive feedback.• Asking an employee to carry out a task in the workplace.• Providing a constructive opinion when asked.• Taking appropriate action as per the Disciplinary and Grievance Policies.

Fairness and favouritism

Angard’s Policy is to provide opportunities based on an individual’s performance, skills and development needs in a fair and transparent manner.

Favouritism at work refers to granting opportunities solely based on factors such as personal or family relationships or offering an undue advantage to someone who does not necessarily merit that treatment. Favouritism in this form will not be tolerated at Angard.

Further information can be found in the Conflict-of-Interest Policy.

Bullying and harassment

Angard is committed to creating a work environment that is free from bullying and harassment, where all individuals are treated with dignity and respect. Angard does not accept any form of bullying and harassment and will take proactive steps and action to eradicate and avoid such behaviour.

Equality through all stages of employment

Angard promotes equality of opportunity from first point of contact through to when an employee leaves the organisation. Special attention will be paid to the following areas:

Recruitment and selection

All recruitment and selection activities will be conducted objectively and free from bias. All applicants will be treated fairly, and candidates will be assessed on merit and the skills required for the role.

Learning and development

Access to learning and development opportunities will be determined using objective, non-discriminatory, job-related criteria that are clearly communicated in advance and applied consistently and fairly.

Working arrangements

Angard will offer flexible opportunities to support employees to adapt their working life according to their individual circumstances.

Reward and benefits

Pay, benefits, and other forms of remuneration at Angard will be determined using non-discriminatory criteria to ensure fair treatment.

Disability and reasonable adjustments

Angard, and Royal Mail where employees are placed on assignment, is committed to making reasonable adjustments to the workplace to remove or reduce barriers that may disadvantage disabled employees.

If you consider yourself to have a disability, or if you acquire a disability, you are encouraged to inform Angard so that appropriate support can be considered. Each situation will be assessed on an individual basis to determine what adjustments are reasonable in the circumstances.

Where necessary, Angard may seek advice from a doctor or other medical professional appointed by the company to inform its decision-making.

Royal Mail attaches importance to meeting the needs of disabled customers and service users where reasonably practicable and therefore it is important that, during any assignment, you are mindful of and responsive to the needs of disabled customers and service users as well as other colleagues.

What to do if you have a genuine concern

We want all colleagues to feel comfortable and confident to raise concerns about their treatment or the treatment of others at work. This will enable concerns to be dealt with appropriately and is in everyone's best interest.

If you're concerned about something you have experienced or witnessed, you should contact Angard Helpline Number on 0333 240 8502 or email hr@angardstaffing.co.uk.

For web access please go to www.angardstaffing.co.uk

Treatment of complaints

Complaints regarding potential breaches of this policy will be investigated in accordance with the relevant policy as outlined above. In appropriate cases, Angard will take formal action under the Disciplinary Policy, up to and including summary dismissal, if it is found that this policy has been breached.

This policy strictly prohibits:

- retaliation against someone who reports a concern in good faith; and
- deliberately false or fictitious complaints which do not have a reasonable foundation.

Breaches of the above could lead to formal action under the Disciplinary Policy up to and including summary dismissal.


Related documents

You may find it useful to read the following documents located on the Angard website in conjunction with this policy:

- Disciplinary Policy
- Grievance Policy
- Speak Up Policy

Getting help

You can contact the Angard helpline number or email on the following details:

 0333 240 8504

 hr@angardstaffing.co.uk

Review

Angard will review this policy from time-to-time and may need to update it to ensure it reflects current legislation and the needs of the business.

Date of last review: 10th June 2026