Equality, Harassment and Bullying Policy

Equation Limited trading as Equation Recruitment · Version 1.2 · 31 October 2026

Our promise

We treat everyone fairly and choose workers only on skills, experience and availability — never on age, disability, sex, race, religion, sexual orientation, gender reassignment, pregnancy or marriage.

- We refuse any client request to choose or exclude people for those reasons.
- We make reasonable adjustments for disabled workers. You don't need a diagnosis to ask.
- We take all reasonable steps to stop harassment — including by a client's staff, customers or visitors.

What harassment means

Unwanted behaviour linked to who you are, or of a sexual nature, that makes you feel intimidated, humiliated or degraded. It can be words, jokes, messages, touching or gestures. It doesn't matter whether it was "meant as a joke".

If it happens to you

Report it on site to the client's supervisor, or to us instead — whichever you prefer:

- Phone 01869 323444 (out of hours 07444 368 155)
- Online: Raise a concern at equationrecruitment.co.uk/policies, or "Report a concern" on your shift link
- Email jason@equationrecruitment.com

What we do

1. Acknowledge within 2 working days.
2. Raise it with the client at manager level ourselves, protecting you. We keep your name out if you ask.
3. Keep you on pay — we never move you or stop your shifts because you reported, unless you ask to move.
4. Stop supplying a site if it isn't put right.

You will not lose work for reporting. Free advice: Acas 0300 123 1100. Pay, holiday or agency rules: Fair Work Agency 0800 432 0804.

Owner: Jason Norman, Managing Director. Reviewed every year.