



EQUAL OPPORTUNITIES POLICY

Ignite Temps Limited

1. Purpose

Ignite Temps Limited is committed to promoting equality, diversity, inclusion, and fairness throughout all areas of its business operations.

The company aims to provide a working environment where all employees, workers, applicants, clients, and business partners are treated with dignity and respect and are free from discrimination, harassment, bullying, or victimisation.

2. Scope

This policy applies to directors, employees, temporary workers, recruitment consultants, agency workers, contractors, labour providers, clients, and visitors.

The policy applies to all stages of employment and recruitment including advertising vacancies, recruitment, pay, training, promotion, assignments, disciplinary procedures, and termination of employment.

3. Legal Framework

Ignite Temps Limited is committed to complying with the Equality Act 2010, Employment Rights Act 1996, Human Rights Act 1998, GLAA Licensing Standards, Rehabilitation of Offenders Act 1974, and Health and Safety at Work Act 1974.

4. Policy Statement

Ignite Temps Limited is an equal opportunities employer and will not unlawfully discriminate against any individual on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

5. Recruitment and Selection

The company will ensure recruitment and selection processes are fair, transparent, and based on merit.

Recruitment decisions will be based on skills, qualifications, and suitability for the role.



6. Equality in Employment

All employees and workers will receive equal treatment regarding pay, benefits, training opportunities, career progression, allocation of work, and performance management.

Reasonable adjustments will be considered for individuals with disabilities where appropriate.

7. Harassment, Bullying, and Victimization

Ignite Temps Limited has a zero-tolerance approach to bullying, harassment, victimisation, intimidation, or discriminatory behaviour.

Any such conduct may result in disciplinary action.

8. Worker Welfare and GLAA Compliance

As a GLAA-regulated labour provider, Ignite Temps Limited is committed to protecting worker welfare and ensuring all workers are treated fairly, ethically, and respectfully.

The company will not tolerate exploitation, discriminatory recruitment practices, or retaliation against workers raising concerns.

9. Reasonable Adjustments

Where appropriate, Ignite Temps Limited will consider reasonable adjustments for individuals with disabilities or specific needs including workplace adaptations, flexible arrangements, or additional support.

10. Reporting Concerns

Employees, workers, and applicants are encouraged to report concerns relating to discrimination, bullying, harassment, or unfair treatment.

Reports will be treated seriously, fairly, and confidentially where possible.

11. Protection from Retaliation

Ignite Temps Limited prohibits retaliation or victimisation against anyone who raises a genuine concern, supports another individual making a complaint, or participates in an investigation.

12. Responsibilities

Management is responsible for promoting equality and inclusion, preventing discrimination, addressing concerns promptly, and ensuring fair recruitment and management practices.



All employees and workers must treat others with respect and avoid discriminatory behaviour.

13. Training and Awareness

The company may provide training and guidance regarding equality and diversity, anti-harassment practices, inclusive recruitment, GLAA worker welfare standards, and reporting procedures.

14. Monitoring and Review

Ignite Temps Limited will monitor equality practices and review this policy regularly to ensure ongoing compliance with UK equality legislation, GLAA licensing standards, and industry best practice.

15. Breach of Policy

Breaches of this policy may result in disciplinary action, removal from assignments, termination of employment or contracts, or referral to regulatory authorities where appropriate.

Serious discriminatory conduct may constitute gross misconduct.

16. Policy Ownership

Policy Owner: Ignite Temps Limited

Review Frequency: Annually

Approved By: Director, Ignite Temps Limited

Next Review Date: 12 Months from Issue Date