Equality, Diversity and Inclusion Policy

Document type	Policy
Document owner	Ignite Talent Group Ltd
Approved by	Nicholas Ryan, Director
Date approved	12 June 2026
Next review	June 2027

This policy states the corporate position for clients, candidates, workers, suppliers and stakeholders as applicable.

Equality, Diversity and Inclusion Policy

Ignite is committed to fair, inclusive and non-discriminatory recruitment, employment and business practice. Recruitment businesses influence access to opportunity, so equality and inclusion must be embedded in advertising, sourcing, screening, selection and workplace conduct.

Purpose

This policy sets out Ignite's approach to equality, diversity, inclusion, dignity and anti-discrimination.

It applies to employees, candidates, workers, clients, suppliers and anyone representing Ignite.

Scope

This policy applies to Ignite Talent Group Ltd and to each Ignite recruitment vertical where the policy is relevant to its operations, client work, candidates, workers, consultants, employees and supply-chain relationships.

Where a vertical has a sector-specific requirement, that requirement should be read with the relevant appendix or operational procedure. Construction-specific controls are applied more rigorously where client sites, labour supply, temporary assignments, training evidence or framework onboarding require additional assurance.

Policy commitments

- Treat people with dignity and respect.
- Avoid unlawful discrimination, harassment and victimisation.
- Use fair and job-related criteria when shortlisting or representing candidates.
- Support reasonable adjustments where required.
- Challenge biased or discriminatory client instructions.
- Maintain inclusive communication and professional conduct.
- Investigate concerns fairly and take corrective action where needed.

Responsibilities

Directors and senior leaders

- Set the policy direction, provide resources, and maintain accountability for the governance framework.
- Ensure material risks are reviewed and that controls remain proportionate to the size, risk profile and vertical activity of the group.

Managers and consultants

- Apply the policy in day-to-day recruitment, client, candidate and worker interactions.
- Keep records accurate and escalate gaps, concerns or client requirements promptly.

Employees, workers and representatives

- Act honestly, follow approved processes, protect confidential information and report concerns without delay.

How this policy is applied

Recruitment and candidate representation

Consultants should ensure job adverts, searches, screening and submissions focus on role-related criteria. Client preferences that are discriminatory or potentially discriminatory must be challenged or escalated.

- Use inclusive language in adverts.
- Avoid assumptions based on age, disability, sex, race, religion, sexual orientation or other protected characteristics.
- Record legitimate role requirements.

Workplace conduct

Employees and representatives must maintain respectful conduct in offices, meetings, calls, messages, client environments and social media. Bullying, harassment, sexual harassment and victimisation are not acceptable.

- Report concerns promptly.
- Managers must take complaints seriously.
- Retaliation is prohibited.

Reasonable adjustments

Ignite will consider reasonable adjustments for employees, candidates and workers where required and practicable.

- Ask only appropriate questions.
- Protect confidential information.
- Record and communicate adjustments sensitively.

Client and supplier expectations

Ignite expects clients and suppliers to support fair and non-discriminatory recruitment and working practices.

- Escalate discriminatory instructions.
- Consider refusing work where clients will not comply with basic fairness standards.

Records and evidence retained

- Job adverts and role criteria.
- Complaints and investigations.
- Reasonable adjustment records.
- EDI training or awareness records.
- Client escalation notes.
- Policy review records.

Reporting concerns

Questions, concerns or requests for further information should be raised through the relevant manager or through the group compliance contact at compliance@ignitetalentgroup.co.uk.

Concerns involving wrongdoing, unsafe practice, exploitation, bribery, unlawful discrimination, data protection or serious non-compliance may also be escalated under the Whistleblowing and Speak-Up Policy.

Approval and review

Approved by	Nicholas Ryan
Position	Director
For and on behalf of	Ignite Talent Group Ltd
Date approved	12 June 2026
Approval method	Approved electronically
Next review	June 2027