



HR Policies

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Equal Opportunities & Diversity Policy

1. GENERAL

- 1.1. Lime Recruit embraces diversity and will seek to promote the benefits of diversity in all of our business activities. We will seek to develop a business culture that reflects that belief. We will seek to widen the media in which we recruit to ensure as diverse an employee and candidate base as possible. We will strive to make sure that our clients meet their own diversity targets.

Lime Recruit is committed to diversity and will promote diversity for all employees, workers and applicants and shall adhere to such a policy at all times. We will review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. Lime Recruit will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union or spent convictions, and places an obligation upon all staff to respect and act in accordance with the policy. Lime Recruit is committed to providing training for its entire staff in equal opportunities practice. Lime Recruit shall avoid stipulating any unnecessary requirements which would exclude a higher proportion of a particular gender, sexual orientation, age, religion or racial group or which would exclude disabled job applicants; and will avoid prescribing any requirements as to marital or civil partnership status.

- 1.2. Lime Recruit shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Lime Recruit will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and abilities to perform the relevant duties required by the particular vacancy.
- 1.3. Lime Recruit will not accept instructions from clients that indicate an intention to discriminate unlawfully.

2. DISCRIMINATION

Unlawful discrimination occurs in the following circumstances:

2.1. Direct discrimination

Direct discrimination occurs where one individual treats or would treat another individual less favourably because of sex, sexual orientation, gender reassignment, marital or civil partnership, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs ("the protected categories").





It is unlawful for a recruitment consultancy to discriminate against a person on the grounds of a protected category:

- in the terms on which the recruitment consultancy offers to provide any of its services;
- by refusing or deliberately omitting to provide any of its services;
- in the way it provides any of its services.

Direct discrimination would also occur if a recruitment consultancy accepted and acted upon a job registration from an employer which states that certain persons are unacceptable due to a protected category, unless one of the exceptions applies, for instance, the job demands a genuine occupational requirement or in the case of age, the discrimination can be lawfully justified.

2.2. Indirect Discrimination

Indirect discrimination occurs where an agency or employer applies a provision, criterion or practice generally, which disadvantages a minority group in the community on the basis of a protected category.

Indirect discrimination would also occur if a recruitment consultant accepted and acted upon an indirectly discriminatory instruction from an employer.

If the vacancy requires characteristics which amount to a genuine occupational requirement or the instruction is lawfully discriminatory due to a statutory exception or objective justification, Lime Recruit will not deal further with the vacancy unless the client provides written confirmation of such genuine occupational requirement, exception or justification.

2.3. DISABLED PERSONS

2.3.1. Discrimination

Direct discrimination against a person occurs where, a person is treated less favourably because of disability, either their own disability or because someone they are associated with has a disability.

Indirect discriminations occurs when a practice, criterion or provision which cannot be objectively justified is applied to everyone but results in person with a disability being placed at a disadvantage.

Disability arising from discrimination occurs when a person is treated unfavourably because of something arising in connection with their disability.



2.3.2. Duty to make reasonable adjustments and to provide auxiliary aids and services

This is a similar protection to indirect discrimination in the other protected categories.

Where a provision, criterion or practice applied by or on behalf of an employer, or any physical feature of the employer's premises, places a disabled person at a substantial disadvantage in comparison with persons who are not disabled, it will be the duty of an employer to take such steps as are reasonable, in all the circumstances of the case, to remove the provision, criterion, practice or physical feature.

Agencies must take reasonable steps to provide auxiliary aids or services if this would make it easier for the disabled person to use their services. For instance, an appropriate auxiliary aid or service can include the provision of information on audiotape or provision of a sign language interpreter.

Lime Recruit will not discriminate against a disabled person on the grounds of disability:

- in the arrangements i.e. application form, interview or arrangements for selection for determining to whom a job should be offered; or
- in the terms on which employment or engagement of temporary workers is offered; or
- by refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or
- in the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity; or
- by subjecting him or her to any other detriment (detriment will include refusal of training or transfer, demotion, reduction of wage, or harassment).

Lime Recruit will accordingly make career opportunities available to all people with disabilities and every practical effort will be made to provide for the needs of staff, candidates and clients.

Wherever possible Lime Recruit will make reasonable adjustments to hallways, passages and doors in order to provide and improve means of access for disabled employees and workers. However, this may not always be feasible, due to circumstances creating such difficulties as to render such adjustments as being beyond what is reasonable in all the circumstances.



3. AGE DISCRIMINATION

Lime Recruit will not discriminate directly or indirectly, harass or victimise any person on the grounds of their age. We will encourage clients not to include any age criteria in job specifications and every attempt will be made to persuade clients to recruit on the basis of competence and skills and not age.

Lime Recruit is committed to recruiting and retaining employees whose skills, experience, and attitude are suitable for the requirements of the various positions regardless of age.

No age requirements will be stated in any job advertisements on behalf of the company.

Lime Recruit will request age as part of its recruitment process but such information will not be used as selection, training or promotion criteria or in any detrimental way and is only for compilation of personal data, which the company holds on all employees and workers and as part of its equal opportunities monitoring process.

4. PART-TIME WORKERS

This Diversity Policy also covers the treatment of those employees and workers who work on a part-time basis, Lime Recruit recognises that it is an essential part of this policy that part time employees are treated on the same terms, with no detriment, as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to our pension scheme. Lime Recruit also recognises that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

5. HARASSMENT POLICY

5.1. Lime Recruit is committed to providing a work environment free from unlawful harassment on grounds of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or any other basis protected by legislation is unlawful and will not be tolerated by Lime Recruit.

5.2. This policy prohibits unlawful harassment by any employee or worker of Lime Recruit

5.3. Examples of prohibited harassment are:



- 5.3.1. verbal or written conduct containing derogatory jokes or comments;
 - 5.3.2. slurs or unwanted sexual advances;
 - 5.3.3. visual conduct such as derogatory or sexually orientated posters;
 - 5.3.4. photographs, cartoons, drawings or gestures which some may find offensive;
 - 5.3.5. physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected category basis;
 - 5.3.6. Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours;
 - 5.3.7. Retaliation for having reported or threatened to report harassment.
- 5.4. If you believe that you have been unlawfully harassed, you should make an immediate report to Emma Hoyland followed by a written complaint as soon as possible after the incident. Your complaint should include:
- Details of the incident
 - Name(s) of the individual(s) involved
 - Name(s) of any witness(es)
- 5.5. Lime Recruit will undertake a thorough investigation of the allegations. If it is concluded that unlawful harassment has occurred, remedial action will be taken.
- 5.6. Any employee(s) who Lime Recruit finds to be responsible for unlawful harassment will be subject to the disciplinary procedure and any sanction may include termination. A person who discriminates or harasses may be personally liable for payment of compensation to the person offended, in addition to any compensation payable by Lime Recruit. There is no statutory cap on the amount of compensation which may be awarded in discrimination cases. Under the Criminal Justice Act 1994, harassment became a criminal offence, punishable by a fine of up to £5,000 and/or a prison term of up to 6 months. Under the Protection from Harassment Act 1997, the penalties for aggravated harassment are an unlimited fine and/or 5 years imprisonment.

6. GENDER REASSIGNMENT POLICY

- 6.1. Lime Recruit recognises that any employee or worker may wish to change their gender during the course of their employment with the Company.
- 6.2. Lime Recruit will support any employee or worker through the reassignment.



- 6.3. Lime Recruit will make every effort to try to protect an employee or worker who has undergone, is undergoing or intends to undergo gender reassignment, from discrimination or harassment within the workplace.
- 6.4. All employees and workers will be expected to comply with Lime Recruit's policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate disciplinary sanction.
- 6.5. Where an employee is engaged in work where the gender change imposes genuine problems Lime Recruit will make every effort to reassign the employee or worker to an alternative role in the Company, if so desired by the employee.
- 6.6. Any employee or worker suffering discrimination on the grounds of gender reassignment should make recourse to the Company's grievance procedure.

7. COMPLAINTS AND MONITORING PROCEDURES

- 7.1. Lime Recruit has in place procedures for monitoring compliance with this policy and for dealing with complaints of discrimination. These are available from Emma Hoyland and will be made available immediately upon request.
- 7.2. Any discrimination complaint will be investigated fully.





Alcohol and Drugs In The Workplace

1. Lime Recruit believes that it is essential that all employees, workers and those who render services to the Company, at the Company's premises or represent the company with at a third party venue are in full command of themselves and of all of their faculties throughout the working day.
2. Lime Recruit requires you to present yourself for work on each occasion required under your contract in complete command of all your faculties i.e. without any dependence on alcohol or any other drugs of a non-medicinal nature and to maintain that state until the completion of your working hours under your contract. If during the course of your working day you have to take medicinal drugs on a regular basis, this fact should be known to a consultant confidentially.
3. In the event that you present yourself at work or during working hours you are in a condition where either a Lime Recruit consultant or a member of management within a Lime Recruit client believes you to be under the influence of alcohol or drugs and you are not able to carry out your duties in a proper, fit and safe way you will not be allowed to commence work or continue work. Instead you will be suspended without pay and not allowed to return until such a time as you are in full control of your faculties.
4. In addition such behaviour will be subject to the disciplinary procedure of Lime Recruit and after due investigation may result in dismissal as a result of gross misconduct.
5. Lime Recruit is obliged to investigate all the circumstances surrounding such behaviour prior to commencing the disciplinary procedure and this may, where necessary, include seeking medical advice as to your condition including requiring you to submit to a medical examination. Lime Recruit is obliged to investigate such matters in as much detail as possible and therefore expects you to comply with any requests that you submit to such examinations. You may appeal in accordance with the Company's disciplinary procedure.
6. If the disciplinary procedure is evoked and you receive a disciplinary sanction short of dismissal or if you have a successful appeal Lime Recruit will recommend that you take advantage of counselling services to help control your problem and you will be required to act of any such recommendation. In the event that you need to be absent from work for a period of treatment for either alcohol or drug dependency a reasonable leave of absence will normally be granted to cover this on an unpaid basis.
7. If Lime Recruit or a client of Lime Recruit suspects that you are in the possession of alcohol or drugs you will be required to consent to a search of your belongings. If you are found to be in possession of any alcohol or illegal substances you will be suspended from your duties pending further investigation. This matter will be dealt with under the Company's disciplinary procedure and after due investigation it may result in dismissal for gross misconduct.





8. If Lime Recruit or a client of Lime Recruit believes you are dealing, buying, selling or receiving drugs or alcohol you will suspended from your duties while an investigation is carried out. Where a criminal offence is suspected the Company shall inform the police.

9. All employees and workers are required to inform Lime Recruit or any appropriate person if they suspect any fellow worker may be acting in breach of this policy.





Right to search policy

Lime Recruit reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of company and individual property, drugs & alcohol, and possession of other prohibited items. "Prohibited items" includes illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, weapons, any items of an obscene, harassing, demeaning, or violent nature, and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property. "Control" means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement. Employees may at times be searched by individuals who are not direct employees but are employed in a supervisory capacity by one of Lime Recruit's clients. Searches may also include: work areas, lockers, personal vehicles if driven or parked on company / client property, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers. In requesting a search, Lime Recruit or a client of Lime Recruit is by no means accusing anyone of theft, some other crime, or any other variety of improper conduct.

There is no general or specific expectation of privacy in the workplace of Lime Recruit, either on the premises of the company or while on duty. In general, employees should assume that what they do while on duty or on the company premises is not private. All employees and all of the areas listed above are subject to search at any time; if an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, the Company will either furnish the lock and keep a copy of the key or combination, or else allow the employee to furnish a personal lock, but the employee must give the company a copy of the key or combination. The areas in question may be searched at any time, with or without the employee being present. As a general rule, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that he or she would not be prepared to show and possibly turn over to Company officials and/or law enforcement authorities.

All employees of Lime Recruit are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis or based upon reasonable suspicion. "Reasonable suspicion" means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item as defined above. Any search under this policy will be done in a manner protecting employees' privacy, confidentiality, and personal dignity to the greatest extent possible. Lime Recruit will respond severely to any unauthorized release of information concerning individual employees.

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search request from the Company will face disciplinary action, up to and possibly including immediate termination of employment.





No Smoking Policy

Introduction

This policy has been developed to protect all employees, service users, customers and visitors from exposure to passive smoking and to assist compliance with the Health Act 2006 and other legislation. The company recognises that health, safety and welfare of employees and anyone else directly affected by the company's operations are of prime importance.

Exposure to passive smoking increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

General Statement

This policy seeks to guarantee a healthy working environment and protect the current and future health of employees, service users, customers and visitors. This policy complies with current law and guarantees the right of non-smokers to breathe in air free from tobacco smoke. It also raises awareness of the dangers associated with exposure to tobacco smoke and takes into account of the needs of those who smoke and aims to support those who wish to stop.

Restrictions on Smoking

Smoking is not permitted in all parts of the company's premises, entrance or grounds at any time by any person regardless of their status or business with the company. This includes areas that are outside but form part of the company's premises. Whilst this policy does not extend to clients of Lime Recruit, staff must be aware and adhere to policies in operation at venues Lime Recruit employees undertake work.

Visitors

All visitors, contractors and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform customers and visitors of the no-smoking policy politely but firmly to ensure that such visitors comply with the smoking ban. No members of staff are expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

Smoking is not permitted by any person in any company vehicle (including pool vehicles) or any other vehicles being used on company business where the user does not have exclusive, unrestricted use of that vehicle. If an employee uses their own vehicle for company purposes, this vehicle would be exempt from the scope of this policy under the legislation.





Support for Smokers

The organisation understands that some of its employees may feel unwilling or unable to give up smoking. Such people may request permission from their immediate manager/supervisor to step outside the building/grounds during coffee/tea breaks to smoke a cigarette. However they must return to their workplace at the due time. When working under the supervision of one of Lime Recruit's clients, arrangements for smoking breaks & locations will be made by a manager on site.

It is recognised that all smokers will need to adjust to this policy and some may welcome some support. If you would like further information or advice about coping with this policy, or would like to use this opportunity to give up smoking, please use the details below:

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit www.gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for further details.

Disciplinary Action

Any employee who ignores the smoking ban will be treated in accordance with the company's disciplinary procedure and in the case of repeated offences, may be dismissed from the company's employ. Employees are also reminded that it is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Maintaining this policy

The company will monitor the effectiveness of this policy and its general compliance within the organisation. This policy will be kept up to date and amend accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines.

This policy is fully supported by the top management of the company. In support of this intent, the policy will be reviewed annually. The company will ensure that the necessary resources are given for the full implementation of this policy.

