

CANDIDATES, CLIENTS, WORKERS, SUPPLIERS AND SITEAPPOINT COLLEAGUES

Diversity, Inclusion and Anti-Discrimination Policy

The principles SiteAppoint applies when identifying, assessing, representing and supplying people and when accepting instructions from clients.

Version 1.0

Effective 21 August 2026

DOCUMENT STATUS

This is SiteAppoint's operating policy. It describes commitments and controls; it is not an external accreditation or equality mark.

CONTACT

Questions or requests: hithere@siteappoint.co.uk | 07769 098765

1. Purpose

SiteAppoint wants recruitment decisions to turn on capability, evidence, potential and the genuine requirements of the work. We do not accept unlawful discrimination as a client preference, sourcing shortcut or feature of a search.

2. Scope

This policy applies to permanent and retained search, candidate representation, temporary and contract supply, labour mobilisation, referrals, supplier selection, communications and SiteAppoint's own employment practices.

3. Legal and professional foundation

Our approach is informed by the Equality Act 2010 and associated statutory guidance. Protected characteristics under the Act are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Other legal protections, including equal pay and rules against victimisation and harassment, also apply.

A GENUINE REQUIREMENT IS NOT A STEREOTYPE

A client may specify the evidence, competence, availability, location or safety requirement genuinely needed for the role. SiteAppoint will challenge instructions framed around personal characteristics or assumptions that are not objectively relevant and lawful.

4. Our commitments

- Use clear, inclusive role and opportunity language focused on outcomes and evidence.
- Build target lists using relevant market criteria, then actively test whether sourcing choices have created avoidable exclusion.
- Assess candidates consistently against an agreed success profile while recognising transferable evidence and non-linear careers.
- Offer reasonable adjustments in SiteAppoint-controlled recruitment activity and communicate agreed needs to a client with the candidate's knowledge.
- Protect confidentiality around disability, health, transition, religion, family circumstances and other sensitive information.
- Refuse to act on discriminatory instructions and escalate concerns to a senior partner.
- Treat complaints, objections and disclosures respectfully and without victimisation.

5. Inclusive direct search

Direct search can widen access beyond people who happen to be active on a jobs board, but it can also reproduce narrow networks if it is not deliberate. For that reason, SiteAppoint should define the whole addressable skills market, use more than one sourcing route, test assumptions about background and avoid treating previous job title, employer prestige or personal similarity as proof of capability.

6. Job and person briefs

- Separate essential outcomes from preferences and historical habits.
- Question unnecessarily restrictive tenure, qualification, location or experience requirements.
- Describe working pattern, travel, physical demands and site conditions accurately so candidates can make an informed choice.
- Use objective, role-related criteria at shortlist and interview stages.
- Avoid requests for protected-characteristic information unless there is a clear lawful purpose and appropriate handling.

7. Reasonable adjustments

Candidates can request an adjustment for a SiteAppoint call, assessment, interview arrangement or communication format. We will discuss what is practical and effective. Where the adjustment concerns a client's process or workplace, SiteAppoint will support a clear and confidential conversation but cannot determine the client's legal duty on its behalf.

8. Temporary workers and site labour

Pay, assignment information, access to facilities, working conditions and treatment must be administered consistently with applicable law, including day-one rights and qualifying rights under the Agency Workers Regulations where they apply. Safety standards must be based on the work, not assumptions about a person.

9. Data and monitoring

SiteAppoint may invite voluntary diversity information only where there is a defined purpose, a lawful condition and adequate safeguards. Where possible, monitoring information should be separated from selection and reported in aggregated form. Choosing not to provide it must not affect representation or opportunity.

10. Client and supplier expectations

Clients and suppliers are expected to provide a respectful, safe and inclusive process, consider reasonable adjustments and avoid discriminatory requirements or conduct. SiteAppoint may pause or end work where a concern is not addressed.

11. Concerns and complaints

Raise a concern with a senior partner at hithere@siteappoint.co.uk or call 07769 098765. We will record the issue, protect confidentiality as far as reasonably possible, investigate proportionately and explain the outcome or next step. Raising a concern must not result in retaliation.

12. Ownership and review

Senior partners own this policy. It should be reviewed at least annually and after a material legal, service or process change. Training, templates, search calibration and supplier controls should reflect the policy rather than leave it as a statement on the website.

Official references

[Equality Act 2010 - legislation.gov.uk](#)

[Equality and Human Rights Commission - employment statutory code](#)

[Agency Workers Regulations 2010 guidance](#)