

RAEORA, Recruitment and Employer of Record Alliance **Anti-discrimination & Equal Opportunity Policy**

ANTI-DISCRIMINATION & EQUAL OPPORTUNITY POLICY

Effective Date: Nov 2025 | Last updated: Nov 2025

Recruitment and Employer of Record Alliance (RAEORA) Limited (UK Company No. 15776754); and Recruitment and Employer of Record Alliance (RAEORA) (Pty) Ltd (South Africa Company Reg. 2025/479857/07).

1. INTRODUCTION

Recruitment and Employer of Record Alliance (RAEORA) Limited and Recruitment and Employer of Record Alliance (RAEORA) Pty (Ltd), is committed to upholding the highest standards of fairness, equality, and inclusion across all areas of our recruitment operations in both the **United Kingdom** and **South Africa**.

As a professional recruitment agency, we recognise our dual responsibility to ensure that our **own employees**, as well as the **candidates and clients we engage with**, are treated with dignity and respect, free from discrimination, harassment, or bias.

This Policy reaffirms our commitment to **equal opportunity in employment, recruitment, and client service delivery**, in compliance with the **Equality Act 2010 (UK)**, the **Employment Equity Act 55 of 1998 (South Africa)**, and all other applicable laws and ethical recruitment standards.

2. PURPOSE

The purpose of this Policy is to:

- Prohibit discrimination, harassment, and victimisation in all aspects of employment and recruitment.
- Ensure equality of opportunity for all employees, applicants, and candidates, regardless of background or protected characteristics.
- Promote diversity, inclusion, and fairness in our internal workforce and external recruitment processes.
- Provide clear procedures for reporting, investigating, and resolving any breaches of this Policy.

3. SCOPE

This Policy applies to:

- All **employees, directors**, and **contractors**.
- All **candidates, temporary workers**, and **job applicants** registered with us.
- All **clients, vendors**, and **third-party partners** who engage with our business.

It covers all stages of the employment and recruitment cycle, including:

- Job advertising and selection processes
- Interviews, placements, and onboarding
- Training, promotion, and career advancement
- Pay and benefits
- Contract termination and post-placement interactions

4. PROHIBITED DISCRIMINATION AND HARASSMENT

Recruitment and Employer of Record Alliance (RAEORA) Limited and Recruitment and Employer of Record Alliance (RAEORA) Pty (Ltd), prohibits all forms of unlawful discrimination, harassment, and retaliation on the basis of any **protected characteristic**, including but not limited to:

- Race, colour, or ethnic origin
- Gender, gender identity, or gender expression
- Sexual orientation or preference
- Age
- Religion, belief, or creed
- National origin, citizenship, or ancestry
- Disability or medical condition
- Marital, civil partnership, or family status
- Pregnancy, maternity, or parental responsibilities
- Political opinion or social background

Harassment includes any unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

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5. RESPONSIBILITIES

Management and Leadership:

- Ensure full compliance with all applicable equality and anti-discrimination legislation.
- Promote a culture of respect, diversity, and inclusion within our teams and client engagements.
- Respond promptly and effectively to any reports of discrimination or harassment.
- Ensure recruitment practices remain fair, transparent, and merit-based.

Employees and Consultants:

- Treat colleagues, candidates, and clients with dignity and respect.
- Report any incidents of discrimination, bias, or harassment immediately.
- Participate in diversity and inclusion training as required.

Clients and Partners:

- Recruitment and Employer of Record Alliance (RAEORA) Limited and Recruitment and Employer of Record Alliance (RAEORA) Pty (Ltd), expects all clients and partners to share our commitment to equal opportunity and non-discrimination in all hiring decisions and workplace practices.

6. REPORTING AND INVESTIGATION

- Any employee, candidate, or contractor who experiences or witnesses discrimination, harassment, or unequal treatment should report the matter to their line manager, HR representative, or a designated compliance contact.
- Reports will be treated **confidentially** and **without fear of retaliation**.
- Recruitment and Employer of Record Alliance (RAEORA) Limited and Recruitment and Employer of Record Alliance (RAEORA) Pty (Ltd), will conduct a **prompt, fair, and impartial investigation** and take appropriate corrective or disciplinary action as needed.

7. CONSEQUENCES OF VIOLATIONS

Violations of this Policy – whether by employees, contractors, or clients – will be taken seriously. Depending on the circumstances, this may include:

- Disciplinary action, up to and including termination of employment or contracts.
- Termination of client or vendor relationships where breaches are substantiated.
- Reporting to regulatory or professional bodies, if required.

8. POLICY REVIEW

This Policy will be reviewed **annually** or whenever there are changes in relevant legislation in the UK or South Africa. Updates will be communicated to all staff, and training will be provided where necessary to ensure full understanding and compliance.

9. CONTACT DETAILS

If you have any questions, requests, or complaints regarding this Anti-Discrimination and Equal Opportunity, please contact us:

UNITED KINGDOM

Recruitment and Employer of Record Alliance

(RAEORA) Limited info@raeora.co.uk | +44 0118 3152354

SOUTH AFRICA

Recruitment and Employer of Record Alliance

(RAEORA) Pty (Ltd) info@raeora.co.za | +27 021 213 1083