

Amalgam Recruitment Equal Employment Opportunity (EEO) Policy

1. Purpose:

At Amalgam Recruitment we are committed to providing a workplace that promotes equality, diversity, and inclusion. This Equal Employment Opportunity (EEO) policy aims to ensure that all employees, job applicants, and others are treated fairly, equitably, and with respect, regardless of their background, identity, or personal characteristics. Our commitment is grounded in the belief that a diverse and inclusive workforce enhances creativity, innovation, and business success.

2. Policy Statement:

Amalgam Recruitment is an equal opportunity employer. We are dedicated to fostering a workplace free from discrimination and harassment. We will not tolerate discrimination on the grounds of:

- Age
- Gender
- Race, ethnicity, or national origin
- Disability or medical condition
- Sexual orientation
- Gender identity or expression
- Religious belief or spiritual practice
- Marital or family status
- Pregnancy
- Political affiliation
- Any other characteristic protected by law

This policy applies to all aspects of employment, including but not limited to:

- Recruitment and selection
- Training and development
- Promotions and career advancement
- Compensation and benefits
- Disciplinary action and performance reviews
- Termination or redundancy procedures

3. Responsibilities:

Management and Leadership: Management at all levels is responsible for implementing this policy, ensuring that it is actively promoted, and making decisions that align with its principles. Leaders are expected to model inclusive behaviour and hold employees accountable for their actions.

Employees: All employees are responsible for adhering to this policy and treating colleagues with dignity and respect. Discrimination, harassment, or any form of unfair treatment will not be tolerated.

4. Complaint Procedures:

Employees who feel they have been subjected to discrimination or harassment should immediately report the issue to their supervisor or manager and in the instance of an on-hire employee, to their account manager, recruitment consultant or a member of the Amalgam Recruitment Senior Leadership Team. All complaints will be treated seriously and investigated promptly and confidentially. Retaliation against anyone making a complaint or participating in an investigation is strictly prohibited.

5. Commitment to Diversity and Inclusion:

We recognize that fostering diversity and inclusion in the workplace is not only a legal obligation but a strategic advantage. Amalgam Recruitment actively seeks to attract, retain, and develop employees from diverse

backgrounds and experiences. We are committed to creating an inclusive environment where all individuals feel valued and empowered to contribute their best work.

6. Review and Monitoring:

This policy will be regularly reviewed and updated to ensure its effectiveness. Amalgam Recruitment will monitor and track progress towards achieving a diverse and inclusive workplace and will take corrective action where necessary to address any gaps.

7. Conclusion:

Amalgam Recruitment is dedicated to the principles of fairness and equity and aims to be a workplace where everyone can achieve their full potential. By adhering to this Equal Employment Opportunity policy, we will continue to build a workplace that values and respects all employees, helping us achieve both personal and organisational success.

For any questions or concerns regarding this policy, please contact the Amalgam Recruitment office on 0892776225

Approved by

Name: Senior Management Team

Members:

Tom Parker (Director)

Rebecca Heffernan (Director)

Martin Heffernan (Senior Manager)

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Approved: 18th December 2025