

Equal Opportunities Policy

Eden Staffing Group

Last updated: 03/08/2026

Review date: 03/08/2027

1. Policy statement

Eden Staffing Group is committed to promoting equal opportunities, fairness, dignity and respect in all areas of its work.

As a dental staffing and recruitment business, Eden Staffing Group aims to ensure that candidates, workers, clients, dental practices, business contacts and anyone who interacts with Eden Staffing Group are treated fairly and without unlawful discrimination.

Eden Staffing Group will not unlawfully discriminate or tolerate unlawful discrimination, harassment, bullying or victimisation.

Recruitment, registration, screening, placement and business decisions will be based on skills, experience, qualifications, suitability, compliance requirements, role requirements and client needs.

2. Purpose of this policy

The purpose of this policy is to:

- Set out Eden Staffing Group's commitment to equal opportunities
- Promote fair and lawful recruitment
- Prevent discrimination, harassment, bullying and victimisation
- Ensure candidates and workers are treated with dignity and respect
- Support fair access to work opportunities
- Make clear what behaviour is expected from candidates, workers and clients
- Provide a process for raising concerns

3. Who this policy applies to

This policy applies to:

- Eden Staffing Group directors, employees and workers
- Candidates registered with Eden Staffing Group

- Temporary workers and agency workers
- Locum workers
- Permanent candidates
- Contractors and suppliers
- Client dental practices
- Business contacts
- Anyone representing Eden Staffing Group

This policy applies during registration, recruitment, communication, interviews, assignments, placements, client interactions, complaints, marketing, website enquiries and any business activity connected with Eden Staffing Group.

4. Protected characteristics

Eden Staffing Group will not unlawfully discriminate because of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race, colour, nationality, ethnic origin or national origin
- Religion or belief
- Sex
- Sexual orientation

These are known as protected characteristics under the Equality Act 2010.

5. Types of unlawful discrimination

Unlawful discrimination may include:

Direct discrimination

Treating someone less favourably because of a protected characteristic.

Indirect discrimination

Applying a rule, policy or practice that appears the same for everyone but disadvantages people with a protected characteristic, unless it can be objectively justified.

Harassment

Unwanted conduct related to a protected characteristic that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Sexual harassment

Unwanted conduct of a sexual nature that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation

Treating someone badly because they have made a complaint, supported a complaint, raised a concern or exercised their rights under equality law.

Disability discrimination

This may include treating a disabled person unfavourably because of something arising from their disability, or failing to make reasonable adjustments where required.

6. Recruitment and registration

Eden Staffing Group aims to recruit and register candidates fairly.

Candidate decisions will be based on relevant factors such as:

- Skills
- Experience
- Qualifications
- Training
- Right to work
- GDC registration, where applicable
- Professional indemnity, where applicable
- DBS and safeguarding requirements, where applicable
- References
- Availability
- Suitability for the role
- Client requirements that are lawful and relevant
- Ability to carry out the role safely and professionally

Eden Staffing Group will not make recruitment decisions based on unlawful discrimination or personal bias.

7. Job matching and placements

Eden Staffing Group will aim to match candidates to roles fairly and lawfully.

When considering candidates for assignments or placements, Eden Staffing Group may consider:

- Role requirements
- Candidate skills and experience
- Location and availability
- Client needs
- Compliance status
- Professional registration
- Scope of practice
- Safeguarding requirements
- Health and safety requirements
- Suitability for the practice environment

Eden Staffing Group will not exclude candidates from work opportunities because of a protected characteristic unless there is a lawful and genuine occupational requirement.

8. Client requests

Eden Staffing Group will not accept discriminatory requests from client dental practices.

Examples of unacceptable client requests may include requests based on:

- Race or nationality
- Age
- Sex
- Religion or belief
- Disability
- Pregnancy or maternity
- Sexual orientation
- Gender reassignment
- Marital or civil partnership status

Client requirements must relate to the role, competence, experience, professional registration, safeguarding, availability, location, language needs where genuinely required, or other lawful business needs.

If a client makes a discriminatory request, Eden Staffing Group may refuse the request, explain the policy position, and decide whether the client relationship should continue.

9. Reasonable adjustments

Eden Staffing Group will consider reasonable adjustments for disabled candidates, workers or website users where required.

Reasonable adjustments may include:

- Changing how information is provided
- Offering alternative communication methods
- Adjusting registration or interview arrangements
- Allowing additional time to provide documents
- Considering accessibility needs
- Liaising with client dental practices about reasonable adjustments where appropriate and lawful

Candidates and workers should tell Eden Staffing Group if they need a reasonable adjustment.

10. Pregnancy and maternity

Eden Staffing Group will not treat candidates or workers unfairly because of pregnancy, maternity leave, breastfeeding or related circumstances.

Candidates and workers should tell Eden Staffing Group if they need adjustments, support or changes due to pregnancy, maternity or health and safety concerns.

Where relevant, Eden Staffing Group may work with client dental practices to consider suitable arrangements.

11. Respectful behaviour

Eden Staffing Group expects all candidates, workers, clients and business contacts to behave respectfully.

Unacceptable behaviour includes:

- Discrimination
- Harassment
- Sexual harassment
- Bullying
- Victimisation
- Intimidation
- Offensive language
- Racist, sexist, homophobic or discriminatory comments
- Mocking disability, religion, accent or background
- Excluding or humiliating others
- Unwanted physical contact
- Abuse through email, phone, messaging or social media

This applies in person, by phone, by email, through WhatsApp or text message, on social media, on assignments and during any work-related communication.

12. Equal pay and fair treatment

Where Eden Staffing Group is responsible for pay, Eden Staffing Group will aim to ensure workers are paid fairly and in line with agreed terms, role requirements and applicable legal requirements.

Pay decisions should not be based on protected characteristics.

Where workers are supplied to client dental practices, Eden Staffing Group will also consider relevant agency worker rights and client information where applicable.

13. Training and awareness

Eden Staffing Group will aim to maintain awareness of equality, diversity, inclusion and fair recruitment responsibilities.

As the business grows, Eden Staffing Group may provide guidance or training to staff, workers or representatives on:

- Equal opportunities
- Anti-discrimination
- Harassment and bullying
- Sexual harassment
- Fair recruitment
- Reasonable adjustments
- Respectful communication

14. Raising concerns

Anyone who believes they have been discriminated against, harassed, bullied, victimised or treated unfairly should raise the concern as soon as possible.

Concerns can be sent to:

Eden Staffing Group

Email: admin@edenstaffinggroup.co.uk

Concerns should include where possible:

- Your name and contact details
- What happened

- When and where it happened
- Who was involved
- Any witnesses
- Any messages, documents or evidence
- What outcome you are seeking

Concerns will be handled seriously, fairly and confidentially where possible.

15. If the concern is about the Director

If a concern or complaint is about the Director of Eden Staffing Group, Eden Staffing Group will take steps to ensure the matter is handled as fairly as possible.

Where appropriate, the concern may be reviewed by an independent person, such as:

- An external HR consultant
- A legal adviser
- A professional business adviser
- An accountant
- A suitable independent professional
- A relevant regulator or authority, where required

The purpose of involving an independent person is to support fairness and help ensure the concern is handled professionally.

16. Victimisation

Eden Staffing Group will not tolerate victimisation.

No candidate, worker, client or business contact should be treated badly for:

- Raising a genuine concern
- Making a complaint
- Supporting someone else's complaint
- Providing evidence
- Refusing to follow a discriminatory instruction
- Exercising rights under equality law

Any victimisation concern will be taken seriously.

17. Confidentiality

Equality-related concerns will be handled confidentially where possible.

Information may need to be shared with relevant people where necessary to review, investigate or resolve the concern.

Information may also be shared with advisers, client dental practices, regulators or authorities where appropriate and lawful.

18. Breach of this policy

A breach of this policy may result in action being taken.

This may include:

- Refusal to register a candidate
- Pausing or removing a candidate from Eden Staffing Group's database
- Removing a worker from an assignment
- Ending a client relationship
- Refusing a discriminatory client request
- Reporting serious concerns to appropriate authorities
- Taking legal, contractual or disciplinary action where applicable

19. Monitoring and review

Eden Staffing Group will review this policy regularly and update it where necessary to reflect changes in law, guidance, recruitment practice or business operations.

Eden Staffing Group may also review complaints, feedback or processes to improve fairness and inclusion.

20. Contact

Questions about this policy should be sent to:

Eden Staffing Group

Email: admin@edenstaffinggroup.co.uk

Website: www.edenstaffgroup.co.uk

21. Approval

This policy has been approved by:

Name: Michelle Green

Position: Founder / Director

Business: Eden Staffing Group

Date: 03/08/2026

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