

Ruby Magpie's D&I Policy

Ruby Magpie is an inclusive recruitment partner. We widen access to opportunity, write inclusive job ads, source across diverse communities, and assess on skills and evidence. We provide reasonable adjustments at every stage, offer anonymised CVs (blind CVs) on request, and challenge discriminatory criteria. We also monitor our reach (on an anonymous, optional basis) under UK GDPR so we can keep improving. We're here to help you build brilliant, diverse teams — fairly and legally.

1. Purpose & Values

Great talent comes from everywhere. Our job is to widen access, remove bias and help clients build high-performing, diverse teams. We embed D&I from first brief to post-placement and treat everyone with dignity and respect.

2. Legal Framework

We comply with the **Equality Act 2010** and related UK legislation, and process personal data in line with **UK GDPR/Data Protection Act 2018**.

Where appropriate, we use **positive action (Equality Act s.158)** to widen participation — never unlawful quotas.

3. Scope & Responsibilities

- **All staff/associates:** follow this policy in sourcing, screening, interviewing and presenting candidates; if required we may ask them to complete D&I training.
 - **D&I Lead:** Suzanne Cook, suze@rubymagpie.co.uk (policy, training, monitoring, complaints, and annual review).
 - **Clients & suppliers:** we expect alignment and will challenge any discriminatory instruction.
-

4. Inclusive Recruitment Commitments

Briefing & Advice

- We challenge discriminatory role requirements (e.g. years-served proxies, “culture fit” codewords) and suggest inclusive, skills-based alternatives.
- We recommend salary transparency and fair ranges.

Sourcing & Attraction

- We advertise roles on LinkedIn and to our candidate database, using neutral, inclusive language and accessible formats.
- We actively review our reach and, where possible, share opportunities in relevant communities to connect with under-represented talent.
- We are committed to building relationships with a broader range of networks over time.

Assessment & Shortlisting

- Selection decisions are based on skills, competencies and evidence – we are happy to show clients and candidates how we score against these areas.
- We use structured screening notes where possible.
- Anonymised CVs (removing names/identifiers) are available on request or where helpful to reduce bias.
- We do not accept discriminatory requests (e.g. related to age, sex, race, disability, religion/belief, sexual orientation, pregnancy/maternity, marriage/civil partnership, or gender reassignment).

Candidate Experience & Adjustments

- We ask all candidates if they require reasonable adjustments at any stage (e.g. interview format, receiving questions ahead if competency-based, accessible locations/tech). We liaise with clients to implement these.
- We share clear process/timeline information with candidates and, where feasible, constructive feedback.

Working with Clients

- We provide inclusive hiring guidance (JD reviews, interview questions and scoring).
- If discriminatory criteria are insisted upon, we will not proceed with the brief.

5. Monitoring & Data Protection

- Candidates may choose to share optional, self-reported D&I data (e.g. gender, ethnicity, disability).
- If they do, we will aggregate this anonymously to understand reach and improve fairness.

- We do not share individual-level special-category data with clients without explicit consent and a clear lawful basis.
 - Data is retained only as long as necessary and then securely deleted.
-

6. Continuous Improvement

We welcome feedback from candidates and clients to help us improve.

7. Reporting Concerns

If you experience or observe discrimination in any Ruby Magpie process or client interaction, email suze@rubymagpie.co.uk (subject: “D&I concern”). We’ll acknowledge, investigate and respond.

8. Review Cycle

This policy is reviewed annually or sooner if law/guidance changes.