



RAEORA
Recruitment
and Employer of
Record Alliance

We're all about people

RAEORA, Recruitment
and Employer of Record Alliance

Anti-discrimination & Equal Opportunity Policy

Recruitment and Employer of Record Alliance (RAEORA) Limited
Company Number 15776754 | Directors: AK Pike (CEO); JJ Durandt (Managing)

Recruitment and Employer of Record Alliance (RAEORA) (Pty) Ltd
Company Registration 2025/479857/07 | Directors: AK Pike (CEO); JJ Durandt (Managing)

ANTI-DISCRIMINATION & EQUAL OPPORTUNITY POLICY

Last updated: 1 June 2026

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 are 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.

The Company maintains a zero-tolerance approach to discrimination, harassment, victimisation and unlawful bias in any form and is committed to fostering a workplace and recruitment environment that is fair, inclusive and respectful for all.

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.
- The Company reserves the right to decline, suspend or terminate relationships with clients, suppliers or partners who engage in discriminatory practices or who fail to comply with applicable equality and anti-discrimination legislation.

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 our designated compliance contact at: info@raeora.com
- 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, concerns, requests or complaints regarding this Anti-Discrimination and Equal Opportunity Policy, please contact: info@raeora.com

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