

# KISIMUL GROUP



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## 1. Introduction

- 1.1. Kisimul Group is committed to providing equal opportunities for all employees and encouraging diversity amongst its workforce. The Company will also take every action possible to avoid unlawful discrimination on the grounds of sex, sexual orientation, marital status/civil partnership, race, ethnic origin, colour, nationality, national origin, religion or belief, disability or age.
- 1.2. Our aim is that Kisimul Group will be representative of all sections of society and each employee feels respected and able to give their best.
- 1.3. This policy applies to all employees of Kisimul Group and to all applicants for employment.

## 2. Principles

- 2.1. All employees, whether part-time, full time or temporary, will be treated fairly and with respect.
- 2.2. Selection for employment, promotion and training will be on the basis of aptitude and ability.
- 2.3. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the service the Company provides.
- 2.4. The aim is to create an environment in which individual differences and the contributions of all employees are recognised and valued.
- 2.5. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- 2.6. All employment practices and procedures are reviewed regularly to ensure fairness.
- 2.7. Breaches of the Equality Policy will be regarded as misconduct and could lead to disciplinary action, up to and including dismissal.

## 3. In Recruitment

- 3.1. Ensure that there is no unlawful discrimination shown to applicants during the entire selection process for new appointments, temporary or contract work.
- 3.2. Ensure that job titles and / or job descriptions are not sex biased and are accurate. Except in cases where there is a legal requirement that the jobholder is of a specified gender or where other statutory or health provisions apply.
- 3.3. Avoid unnecessary job criteria in person specifications when recruiting new employees and those requirements are not a reflection of traditional practices that may be operating to the disadvantage of any group.
- 3.4. Guard against sex / race stereotyping, particularly in illustrations, advertisements and recruitment literature.
- 3.5. Ensure that recruitment methods used are fair to all potential applicants and advertised in the most appropriate way to reach applicants with the right qualifications / experience. Ensure that no age or age inference is stated in recruitment advertising, other than that required to ensure we meet the requirements of standards and legislation.
- 3.6. Not use age as a discriminator in recruitment and selection, by recruiting and retaining employees whose skills and experience are appropriate to the job regardless of their age.
- 3.7. Ensure all applicants are assessed according to their merit and abilities.
- 3.8. Ensure existing employees have equal access to apply for all vacant positions, subject to relevant criteria.
- 3.9. Ensure that only trained or suitably experienced interviewers conduct interviews and that questions that could be construed as discriminatory are avoided.
- 3.10. Maintain clear interview notes and records of all applicants.

## 4. Training and Promotion

- 4.1. Ensure that Training, development and progression opportunities are available to all employees.
- 4.2. Do not use age as a discriminator in training and promotion decisions.

- 4.3. Examine selection criteria for training and promotion opportunities to ensure they do not indirectly discriminate.
- 4.4. Monitor the progress of all trainees against the equality policy and its requirements.
- 4.5. Ensure that equal standards are being operated when undertaking performance reviews and assessments.
- 4.6. Where appropriate encourage all staff to put themselves forward for training and promotion.

### 5. Victimisation and Harassment

- 5.1. Investigate all complaints of discrimination and harassment thoroughly however minor they may be considered to be at first sight.
- 5.2. Take disciplinary action against any employee found to have unlawfully discriminated against another employee on the grounds of sex, sexual orientation, being or becoming a transsexual person, marital status or being in a civil partnership, being pregnant or having a child, race ethnic origin, colour, nationality, national origin, religion and belief, disability or age
- 5.3. Take disciplinary action against any employee found to have harassed another employee on the grounds of sex, sexual orientation, being or becoming a transsexual person, marital status or being in a civil partnership, being pregnant or having a child, race, ethnic origin, colour, nationality, national origin, religion and belief, disability or age.