



## **EQUAL OPPORTUNITIES POLICY**

### **1 INTRODUCTION**

KHK People Development Ltd are committed to a comprehensive policy of equal opportunities in employment in which individuals are selected and treated on the basis of their relevant merits and abilities with regard to race, religion or belief, colour, sex, age, national origin, disability, sexual orientation, gender identity, marital or civil partnership status, pregnancy and maternity, political affiliations or trade union membership and are given equal opportunities within the company. The aim of this policy is to ensure that no job applicant, employee or learner receives less favourable treatment on grounds not relevant to good employment practice.

KHK People Development Ltd seeks to achieve a representative workforce and will always recruit, train, develop and promote solely on the basis of merit in accordance with the needs of the business.

No job applicant or employee will be disadvantaged by any requirements or conditions that cannot be justified and which have an adverse effect on their age, sex, sexual orientation, marital status, colour, race, nationality, ethnic or national origins, religion or belief, disability, gender reassignment, pregnancy and maternity, marriage or civil partnership.

Every member of staff, user and learner is responsible for ensuring that the Equality and Diversity Policy is strictly adhered to. The directors and managers will have specific responsibilities in the implementation of the policy.

KHK People Development Ltd is fully committed to complying with the Equality Act 2010 and requirements from regulators on diversity and inclusion to ensure an enriched and inclusive learning experience for all.

KHK People Development Ltd integrates equality of opportunity into all aspects of our work and has monitoring and review systems to ensure that our policy works effectively. The policy and its respective plans, procedures and practices will be subject to periodic and systematic review. This will be at least once a year.

## **2 POLICY STATEMENT**

- 2.1 The policy and practice of the company require that all employees and learners are afforded equal opportunities within employment and that entry into employment with the company and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular position. In all cases, ability to perform the job will be the primary consideration.
- 2.2 All members of staff, users and learners are representatives of KHK and as such have a duty to co-operate with this policy to ensure equal opportunities and to prevent discrimination. KHK will not tolerate any instances of harassment or intimidation on the grounds of race, religion or belief, colour, sex, age, national origin, disability or sexual orientation and must not victimise or retaliate against any representative of KHK who make such allegations. Disciplinary action will be taken against any individual who breaches this policy and serious breaches will be treated as gross misconduct.

## **3 CODE OF PRACTICE**

The company welcomes diversity amongst its employees and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual's abilities and qualifications. The recruitment process must result in the selection of the most suitable person for the job having regard to experience and qualifications where necessary. As an employer committed to the principle of equality of opportunity, the company will adhere to the following procedure for recruiting and selecting individuals for all positions:

### **3.1 SELECTION CRITERIA**

The selection process will be carried out consistently for all jobs at all levels. Selection criteria for all positions will be clearly defined and reflected in the further particulars sent to applicants which will also include details of the company's commitment to equality of opportunity. Job qualifications or requirements which would have the effect of inhibiting applications from members of particular groups, such as those of one sex, persons of a particular religion, marital status or sexual orientation, persons of a particular racial group, persons within a certain age bracket or those with a disability, will not be demanded or imposed except where they are justifiable in terms of the job to be done.

### **3.2 ADVERTISING**

Job advertisements will be widely publicised so as to encourage applications from all suitably qualified and experienced people. In order to attract applications from all sections of the community, the company will endeavour to ensure that advertisements are not restricted to areas or publications which would exclude or disproportionately reduce applications from a particular gender, religion, age group or racial group and should avoid prescribing requirements as to marital status or age. All job advertisements placed on behalf of the company will state the company's commitment to equality of opportunity. Where there is a requirement or a need, we will offer pre application training, in any of the following ways:

CV development and leadership training skills  
Offering mentoring schemes  
Participation in career fairs  
Holding open days

### 3.3 SELECTION METHODS

The selection process will be carried out consistently for all jobs at all levels. All those handling applications and conducting interviews must be aware of the principles of the Equality Act 2010 and other relevant legislation. The selection of new employees will be based on job requirements and the individual's suitability and ability to do the job and information sought from candidates will relate only to the qualifications for or requirements of the job.

### 3.4 INTERVIEWS

The staff responsible for short listing, interviewing and making or recommending an appointment will be clearly informed of the selection criteria and the need for consistency. Wherever possible, at least two people will interview applicants and all questions will relate to the selection criteria. No questions will be based on age, assumptions about roles in the home and the family or the assumed suitability of different ethnic groups for the post in question. Where it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves irregular hours or extensive travel) this will be discussed objectively and will be asked equally of all candidates. In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign interpreter) should be offered to enable candidates to compete on an equal basis.

## 4 TRAINING

To help meet the objectives of this policy the company will provide training that:

- 4.1 increases awareness of the prevalence of and harmfulness of discrimination and prejudice on the grounds of race, religion or belief, colour, sex, age, national origin, disability or sexual orientation, and the needs and abilities of people with disabilities or other disadvantages;
- 4.2 examines the nature of discrimination, both direct and indirect, and the ways in which it can occur and can be prevented;
- 4.3 assists managers and representatives of KHK to behave in ways that are non-discriminatory;
- 4.4 explains the operation of and access to grievance and disciplinary procedures.

## 5 PROMOTION

When considering candidates for promotion general ability will be the main requirement and no employee will be discriminated against on the grounds of race, religion or belief, colour, sex, age, national origin, disability or sexual orientation.

## **6 GRIEVANCE PROCEDURES**

All allegations of discrimination on the grounds of race, religion or belief, colour, sex, age, national origin, disability or sexual orientation will be dealt with seriously and confidentially.

On induction staff are briefed on the procedure for making a complaint and are presented with a copy of the policies and procedures. All KHK policies and procedures of the company are stored centrally on the company's server. If any individual has a complaint, they should seek guidance from the grievance procedure and follow the process as defined within the procedure.

All learners are given learner handbook which provides details of how our organisation will conduct business with them, and also contained within the learner handbook are details of complaints process should they require it.

## **7 RECORD KEEPING**

Details of candidates and of selection decisions (including the rationale for selection or rejection) will be kept for at least six months after an appointment has been made in case they are required as evidence by an employment tribunal or for other proceedings. The company will keep records of the sex, ethnic group, age and any disability of its employees and of all candidates and of those shortlisted and appointed. Records may be used to determine whether members of one sex or persons of a certain racial group, religion or age bracket or those with a disability do not apply for employment or apply in smaller numbers than might be expected or are shortlisted or appointed in a lower proportion than their application rate or are concentrated in certain jobs. The company will investigate the practicalities of monitoring progression within employment, including access to training and development, promotion and grading. Data is reviewed and tracked for gaps in under representation in the workforce, if reviews show a pattern of under representation of any kind in the workforce, actions will be taken by senior management to address this and when is practicable for the business, will increase the workforce to close the gap.

## **8 REVIEW OF RECRUITMENT PRACTICE**

Recruitment procedures and practices will be kept under review so as to ensure that this policy is being adhered to and to ensure that they do not include requirements or conditions which constitute, or may lead to, unlawful discrimination.

## **9 REVIEW & MONITORING**

Equal Opportunities for all is monitored monthly by the Directors and Senior Managers. Elements monitored include:

- Staff
  - Recruitment
  - Staff profiling
  
- Learners
  - Recruitment practices
  - Enrolment data
  - Workplace activities
  - Marketing materials
  
- Facilities
  - Premises
  - Equipment
  
- Policies & Procedures
  - Quarterly Procedures Review
  - Annual Policies Review

### **Company Website**

Details of our policies and procedures can be found on our website:  
[www.khkpeopledevelopment.co.uk](http://www.khkpeopledevelopment.co.uk)