

# KGV MEMORIAL PLAYING FIELDS

At the heart of the community



January 2022

## EQUAL OPPORTUNITIES EMPLOYMENT POLICY

The Friends of KGV Ltd (the "Company") is committed to supporting the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic origin, gender, marital status, disability, religion, age, sexual orientation, or criminal background.

Our aim is to recruit, train and promote the best person for the job and to create a working environment free from unlawful discrimination, victimisation, and harassment in which all employees are treated with dignity and respect. Every employee is obliged to co-operate to ensure that this policy is carried out effectively. Failure on the part of any employee to comply with the equal opportunities policy or to co-operate with the effective operation of the policy amounts to misconduct that may lead to disciplinary action including dismissal.

### 1. SCOPE OF THE POLICY

1.1 The policy applies to recruitment, terms and conditions of employment, training & development, Grievance and Disciplinary procedures, harassment, and all other aspects of employment.

1.2 All employees are required to comply with the policy when dealing with their colleagues as well as temporary or agency staff, consultants, job applicants, clients, suppliers and contacts of the Company and anyone else with whom you come into contact during your employment.

1.3 This policy acts as a guideline with a vision toward the highest standard that we wish to achieve. For the avoidance of doubt, this policy is non-contractual.

### OUR STANDARDS

2.1 This policy sets out our commitment to:

- treat all people who frequent the Company with dignity and respect regardless of their background, this includes service providers, customers, and other stake holders.
- make all stakeholders aware of their responsibilities to uphold the principles of equality, diversity and inclusion and provide a framework for them to report any activity within the Company which is against these principles.
- create a working environment which values difference and is free from discrimination, bullying or harassment. Any individual who experiences or witnesses' discrimination, bullying or harassment is encouraged to report it. All complaints will be taken seriously, promptly and with sensitivity.
  - we expect all people will use appropriately inclusive language and behave in a way that will uphold the dignity of colleagues, service users and stakeholders.
  - provide a facility that is accessible to all and protects the dignity of our service users.
  - fulfil as closely as possible our GET charter agreements.

### 2. RECRUITMENT

2.1 When the Company advertises job opportunities it will do so in a manner which is intended to reach all sections of the community regardless of colour, race, nationality, ethnic origin, gender, marital status, disability, religion, age, or sexual orientation. For example, circulating vacancies the GET Charter.

2.2 The Company promotes equality of opportunity for all and welcomes applications from a wide range of candidates. All applications will be considered on the relative merits of the applicant against the requirements of the position.

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2.3 All job opportunities, including director level, will include criteria which are objectively required for the duties and responsibilities of the position and avoid unnecessary wording regarding mobility or character on job advertisements.

2.4 The company will ensure that all applicants who meet our minimum criteria, are advised that we offer a guaranteed job interview.

2.4 If there is a genuine and lawful reason for limiting the vacancy to a particular group, this will be clearly stated in any advertisements, together with the grounds for such limitations.

### 3. TERMS AND CONDITIONS OF EMPLOYMENT

3.1 The Company will ensure that terms and conditions of employment are free from all forms of direct and indirect discrimination and apply equally regardless of colour, race, nationality, ethnic origin, gender, marital status, disability, religion, age, or sexual orientation. No requirement or conditions will be imposed, directly or indirectly, which will or might place any group of employees at an unfair or unlawful disadvantage.

3.2 Grievance and Disciplinary procedures will be conducted without discrimination.

3.3 The company will provide a workplace environment which does not hinder optimal work practises, unfairly discriminate, or highlight disabilities or differences based on colour, race, nationality, ethnic origin, gender, marital status, disability, religion, age, or sexual orientation.

### 4. GRIEVANCE AND DISCIPLINARY PROCEDURES

4.1 Regular six monthly appraisals will be arranged with every contracted staff member, giving them an opportunity to raise issues they may have observed or experienced regarding discrimination in the workplace. Likewise, this appraisal will give line managers an opportunity to review how the employee is performing in regards the policies outlined in this document.

4.2 To resolve grievances in the workplace related to direct or indirect discriminations, the Company's Grievance Policy should be followed.

### 5. TRAINING AND DEVELOPMENT

5.1 Advancement within the Company is based on personal merit and the requirements of the job, without any direct or indirect discrimination.

5.2 You will be provided with the appropriate training to enable you to improve your performance and to achieve the performance standards and targets set for you by the Company without discrimination.

### 6. HARASSMENT

6.1 The Company has a separate non-contractual Harassment Policy to support its aims of providing a workplace free from unlawful or unfair discrimination.

### APPENDIX:

**Equality** – ensuring people are not treated unjustifiably less favourably because of inherent characteristics such as colour, race, nationality, ethnic origin, gender, marital status, disability, religion, age, sexual orientation, or criminal background.

**Diversity**- recognising and valuing the benefits of different perspectives, backgrounds, and experiences.

**Inclusion**- actively embracing people with diverse perspectives, backgrounds, and experiences

**Direct discrimination** – treating someone unfairly because of their colour, race, nationality, ethnic origin, gender, marital status, disability, religion, age, sexual orientation, or criminal background.

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**Indirect discrimination** - a practise, policy or rule applied to everyone that may at first appear fair or neutral but puts people of a particular protected characteristic at a disadvantage.

**Bullying**-as persistent, offensive, abusive, intimidating or insulting behaviour, abuse of power or unfair sanctions which make the recipient fell upset, threatened, humiliated, or vulnerable, which undermines their self-confidence, and which may cause them to suffer stress.

**Harassment**- unwanted conduct that has the purpose of effect of violating a person's dignity of creating an intimidating, hostile, degrading, humiliating or offensive environment.