



Unit 6B (5) Hopton Industrial Estate, Devizes,
Wiltshire, SN10 2EU
Tel: 01380720722/720200
www.kfr.co.uk
Charity Registration No. 1056649
Company Registration No. 3213883

EQUALITY, DIVERSITY AND INCLUSION POLICY

KFR embraces equality, diversity and inclusion and will seek to promote their benefits in all of its business activities. We will further develop our business culture to encourage, value and manage that belief. We will seek to widen the media in which we recruit to ensure as diverse an employee and candidate base as possible. We will strive to make sure that our clients meet their own equality, diversity and inclusion targets.

KFR will eliminate discrimination and encourage diversity amongst our workforce. Our aim is that our employees will be truly representative of all sections of society and each person feels respected and able to give their best.

KFR does not discriminate against its employees on the basis of their gender, sexual orientation, marital or civil partner status, gender identity, race, colour, nationality, ethnic or national origin, religion or belief, pregnancy, disability or age (the protected characteristics).

This policy sets out our approach to equality, diversity and inclusion and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

The Directors are responsible for this policy and any necessary training on equal opportunities. Any employee with staff management responsibilities must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equality, diversity and inclusion.

This policy covers all employees, trustees, consultants, contractors, volunteers, casual and agency workers. Whilst it is a policy that is central to the way that KFR operates, it does not form part of our contract of employment. KFR may amend this policy at any time.

What is discrimination?

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, candidates, suppliers, volunteers and visitors. This applies in the workplace, outside the workplace (when dealing with clients, candidates, suppliers or other work-related contacts), and on work-related trips or events including social events.



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The following forms of discrimination are unlawful and are prohibited under this policy:

- Direct discrimination: treating someone less favourably because of a protected characteristic. For example, rejecting a job applicant because of their race, gender or age because they would not 'fit in' would be direct discrimination.
- Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular protected characteristic more than others, and is not justified.
- Harassment: this includes sexual harassment and other unwanted conduct related to a protected characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-Harassment and Bullying Policy.
- Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability. Direct discrimination can also be committed where the treatment is "because of" a protected characteristic the individual is perceived to have or because of the characteristic of another person, such as someone with whom the claimant associates (e.g. discrimination against a colleague because he/she has a disabled child or because you perceive that individual has a particular sexual orientation or gender preference).

How will this policy be implemented?

- Advertising – Job advertisements must avoid stereotyping or using wording that may discourage particular groups from applying.
- Monitoring – To ensure the policy is working effectively with respect to recruitment and selection KFR may monitor job applicants' racial group, gender, disability, and age as part of the recruitment procedure. Provision of this information is voluntary and will not adversely affect an individual's chances of recruitment or any other decision related to their employment. We will maintain records of this data (in an anonymised format) as part of the HR system solely for the purposes stated in this policy.
- Recruitment and selection – KFR aims to recruit the best person for the job. Candidates will be sourced and the interviewing processes will be conducted fairly, objectively and without bias.
- Questions about health and disability – Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions, for example where questions are necessary to establish if an applicant can perform an intrinsic part of the job (subject to reasonable adjustments) or to establish if an applicant is fit to attend an assessment or needs adjustments to be made during the interview process. If in doubt seek advice before relying on an exception.



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- Terms and conditions of employment – KFR’s conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.
- Promotion and career development - KFR seeks to give all employees the opportunity for planned training and development. Career progression decisions will be made on the basis of merit and capability.
- Grievance and Disciplinary policies – KFR aims to apply these policies consistently to all employees and volunteers, any individual differences that could lead to misunderstanding in considering incidents under these policies will be recognised
- Disability - The requirements of candidates, employees and volunteers, who are disabled or develop a disability (as defined under the relevant legislation) will be reviewed to ensure that whenever possible reasonable adjustments are made to enable them to enter into or remain in employment or service with KFR. Promotion opportunities, benefits and facilities for disabled employees will not be unreasonably limited and every reasonable effort will be made to ensure that disabled employees participate fully in the workplace. Where there are circumstances which mean that it will not be reasonable for us to accommodate suggested adjustments, we will explain our reasons and try to find an alternative solution where possible.
- Part-time workers – KFR will monitor the conditions of service of part-time employees and their progression within the Company to ensure that they are being offered appropriate access to benefits, training and promotion opportunities.
- Requests to alter working hours will be given serious consideration by the Company.
Training – Training and resources will be provided to enable managers, supervisors and other employees to implement and uphold the provisions of this policy.

What happens if this policy is breached?

- If you believe that you have been discriminated against, or you have witnessed behaviour which you believe amounts to discrimination; you should first bring this to the attention of your Line Manager or the General Manager. You may also raise the matter through the Grievance Procedure.
- If you believe that you may have been harassed related to a protected characteristic, you should consult the Harassment & Bullying Policy.
- Anyone who makes such an allegation in good faith will not be treated less favourably or victimised as a result. False allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under our Disciplinary Procedure.
- Any employee who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and may result in summary dismissal. The Company will always take a strict approach to serious breaches of this policy.
- This policy will be monitored and reviewed at least every 2 years or following changes in relevant legislation.