

## **Kindred's Equality, Diversity and Inclusion Policy**

Last reviewed: July 2020

### **Policy Statement**

It is Kindred's policy to treat all employees, applicants, partners, clients and suppliers fairly and equally, regardless of sex, pregnancy, gender reassignment status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national or ethnic origins or disability.

We will monitor and report on the composition of our workforce to ensure that this policy is effective.

Through this policy and procedure and the training and development of managers and employees, we will do all we can to promote good practice in this area in order to eliminate discrimination and harassment as far as is reasonably practical.

### **Procedure**

- We will not discriminate on grounds of sex, gender reassignment status, pregnancy or maternity, sexual orientation, religion or beliefs, marital status, civil partnership status, race, ethnic origin, colour, nationality, national origins, disability or age, or any other grounds (whether prohibited by legislation or otherwise).
- We are an equal opportunity organisation. Every employee has a personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to either of the Managing Directors, as should any requests for special training.
- The non-discrimination principle inherent in this policy includes the prohibition of discrimination against an individual because they associate with someone of a particular race, religion, sexual orientation, age, etc, for example an employee who is married to someone of a minority ethnic origin or who socialises with members of the LGBTQ+ community.
- The prohibition on discrimination applies equally to situations where someone thinks or perceives (whether rightly or wrongly) that a colleague is of a particular race, sexual orientation, religion, age, sex or that they have a disability, is a trans-gender person, or is pregnant.
- The policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.
- The policy applies to job applicants (both internal and external), all employees and other workers whether full time, part time, temporary, seasonal or contract, and beneficiaries.
- Employees should note that the imposition of any provision, criterion or practice which has a disproportionate adverse impact on someone for a reason related to sex, gender reassignment status, race, married status, civil partnership status, religion or belief, sexual orientation, disability or age will be unlawful unless it can be objectively justified. In the event of any query or doubt, either of the Managing Directors should be consulted.

- When establishing criteria for recruitment and promotion, the organisation will consider carefully whether any minimum or maximum number of years of relevant experience is necessary for effective performance of the job. Such restrictions will not be imposed unless there is a fundamental job-based reason why they are necessary.
- As there is no compulsory retirement age, each employee may choose for him/herself/them when to stop working, subject to them continuing to be sufficiently fit to perform their job to a satisfactory standard.
- Employees who are disabled or become disabled in the course of their employment may inform the organisation of their disability so that management can discuss with the employee what reasonable adjustments to their job or working conditions or environment might assist them in the performance of their duties. The employee will also be encouraged to suggest any adjustments that they believe would be helpful. Careful consideration will be given to any proposals and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the organisation to accommodate proposals put forward by the employee.
- Any member of staff may use the Grievance Policy to complain about discriminatory conduct, harassment or microaggressions. If the matter relates to sexual or racial harassment or harassment on the basis of disability, sexual orientation, gender reassignment status, religion or belief or age, then the complaint may be raised directly with either of the Managing Directors. The organisation is concerned to ensure that employees feel comfortable about raising such complaints. No individual will be penalised for raising such a complaint unless the substance of the complaint is untrue or the complaint is made in bad faith, for example out of malice.
- Where an employee is falsely accused of discriminatory conduct, then they may implement the organisation's grievance procedure.
- Any employee who makes a false accusation of harassment will be subjected to disciplinary action. In serious cases, such behaviour may be deemed to constitute gross misconduct and may result in summary dismissal.
- All employees and job applicants will be asked on a voluntary basis, to complete a survey denoting their sex, race, ethnic origin, age and any disabilities that they have. The organisation guarantees that the information provided on this form will be used solely for the purpose of monitoring and reporting on the effectiveness of its equal opportunities policy.
- This policy will be monitored on a regular basis by the Board. Where there are issues with the way the policy is working, these will be looked at closely with a view to identifying measures to improve the effectiveness of the policy.

### **Responsibilities of Kindred Management**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Board. Directors and Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination.

Each manager will ensure that:

- All their team are aware of the policy, the arrangements and the reasons for the policy
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible
- Proper records are maintained.

### **Responsibilities of the full Kindred team**

Responsibility for ensuring that there is no unlawful discrimination rests with all employees and the attitudes of the full Kindred team is crucial to the successful operation of fair employment practices.

In particular, everyone within Kindred should:

- Comply with the policy and arrangements
- Not discriminate in their day to day activities or induce others to do so
- Not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics
- Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic
- Inform their manager if they become aware of any discriminatory practice.

### **Review**

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of Joint Managing Directors Sinéad Gray and Sharon Bange.

Signed:



Sinéad Gray & Sharon Bange  
Joint Managing Directors

Date: 30 July 2020

Policy review date: 1 July 2021