



## **Kiwa UK Group Equal Opportunities Policy**

### **Statement of Policy**

- We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action
- The aim of the policy is to ensure that no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation
- The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant codes of practice
- We will maintain a neutral working environment in which no employer or workers feels under threat or intimidated

### **Recruitment and Selection**

- The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making recruitment and selection decisions will not discriminate, whether consciously or unconsciously, in making these decisions
- Job descriptions, where used, will be revised to ensure that they are in line with our Equal Opportunities Policy. Job requirements will be reflected accurately in any personnel specifications
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies
- We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate
- Shortlisting and interviewing will be carried out by more than one person where possible
- We will not disqualify any applicant because he/she/they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- Selection decisions will not be influenced by any perceived prejudices of other employees



## **Training and Promotion**

Senior staff will receive training in the application of this policy to ensure that they are aware of its content and provisions.

All promotion will be in line with this policy.

## **Monitoring**

We will maintain and review the employment records of all employees in order to monitor the progress of this policy and this is a contractual right that forms part of your contractual terms of employment with Kiwa.

Monitoring may involve:

- The collection and classification of information regarding race in terms of ethnic/national origin and sex of all applicants and current employees
- The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and employees.