

EQUAL OPPORTUNITIES POLICY
FOR THE KNIGHTS GROUP
JANUARY 2017



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Date of review: January 2017- Review by Chloe Nancarrow
Date of next review: January 2018
Approved by: Board of Directors on 16/01/2017

GROUP EQUAL OPPORTUNITIES POLICY

Policy

Knights Group Ltd is committed to a policy of equality of opportunity in its employment practices. The aim of the Company is to ensure that its workforce will be truly representative of all sections of society and each employee feels respected and able to give their best.

This policy aims to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race discrimination, national origin, disability, sexual orientation, religion, age, gender reassignment, civil partnership, pregnancy and maternity.

Individuals will be selected, promoted and treated on the basis of their abilities and merits and according to the requirements of the job. All employees, whether part-time, full-time, temporary or fixed term workers will be treated fairly and with respect.

The responsibility for ensuring that the Policy is implemented lies with the Managing Director via the Senior Management Team and Heads of Departments.

Training will be provided to all members of staff when joining the Company.

Scope

This policy applies to all Knights Group Ltd employees whether they are full time or part time employees.

The Sex Discrimination Act

Under the Sex Discrimination Act 1975 it is unlawful for employers to discriminate on grounds of sex or marriage. The Employment Equality (Sexual Orientation) Regulations 2003 give protection against discrimination and harassment on the grounds of sexual orientation.

There are several types of discrimination:

- Direct discrimination- e.g. where a woman is treated less favourably than a man or vice versa, or a married person is treated less favourably than a single person or vice versa.
- Indirect discrimination- e.g. a store requires customers to produce photographic identification in the form of a driver's licence before collecting an order. This may disadvantage a person with vision impairment who is not eligible to hold a driver's licence. The store's requirement may not be reasonable if the person

with vision impairment can provide an alternative form of photographic identification.

An advertisement for a job as a cleaner requires an applicant to speak and read English fluently. This may disadvantage a person on the basis of their race. The requirement may not be reasonable if speaking and reading English fluently is not necessary to perform the job.

- Unlawful Harassment- e.g. unlawful sexual harassment prohibited by this policy may include, but are not limited to, the following: unwanted flirtations, advances and/or propositions of a sexual nature; deprecating remarks, insults, humor, jokes and/or anecdotes that belittle or demean an individual's body or clothing; unwelcome and/or offensive displays of sexually suggestive objects or pictures; unwelcome and offensive touching, such as patting, pinching, hugging or repeated brushing against an individual's body; sexual assault; and/or suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's work assignments, status, salary, benefits or other terms or conditions of employment.
- Victimisation A person may be found liable for victimisation even though the original allegation is not proven. For example, even if an original complaint of sexual harassment is not substantiated, it may constitute victimisation for a manager to give a staff member a poor performance review because that staff member had made a complaint against the manager.

The Race Relations Act

Under the Race Relations Act 1976 direct and indirect discrimination is unlawful on the grounds of colour, race, nationality (including citizenship), ethnic or national origins.

The Disability Discrimination Act

The Disability Discrimination Act 1995 makes it unlawful for an employer to treat a disabled person less favourably because of a reason relating to their disability. Disability is defined under the Act as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. Employers must also make reasonable adjustments to working conditions or the workplace where that would help to accommodate a particular disabled person.

Employment Equality (Sexual Orientation) Regulations 2003

This makes it unlawful to discriminate on the grounds of sexual orientation in all areas of employment, including recruitment, pay, working conditions, training, promotion, dismissal and references. The law covers orientations towards people of the same sex, people of the opposite sex or people of both sexes. Direct discrimination may occur when an employer treat people less favourably because of their sexual orientation.

Indirect discrimination may occur if a provision or practice is applied which disadvantages people of a particular sexual orientation. The legislation also protects against harassment; unwanted conduct that violates people's dignity or creates an intimidating or degrading environment and victimisation; treating people less favourably because of action they have taken in connection with the new legislation.

The Rehabilitation of Offenders Act

This prohibits recruiters from asking about convictions that are spent (except in certain exempted professions). An applicant is entitled to deny that he/she has a criminal record if the conviction(s) is spent.

The Employment Equality (Age) Regulations

The Employment Equality (Age) Regulations 2006 protect workers from age discrimination. The act makes it illegal for employers to discriminate against employees, trainees or job seekers because of their age and ensure that all workers have the same rights in terms of training and promotion.

Equal Pay Act

The Equal Pay Act 1970 (as amended by the Sex Discrimination Acts 1975 and 1986) provides that a woman has the right to treatment equal to that given to a man where the woman is employed:

- On work of the same or broadly similar nature to that of a man.
- In a job which , although different from that of a man, has been given an equal value to the man's job under a job evaluation scheme.

The Act also gives a man the same rights to equal treatment with a woman.

Maternity Rights

Pregnant women have the right:

- To Statutory maternity pay for 39 weeks for eligible employees.
- To 1 year maternity leave.
- To receive all their contractual benefits except wages during the period of statutory maternity leave.
- Not to be dismissed because of pregnancy and childbirth.

Recruitment

All employees and members of the Knights Group Ltd who are involved in the recruitment and selection of staff should be familiar with the terms and conditions of employment and the related policies which have been designed to ensure that the Company recruits the most appropriate people in terms of abilities, experience and skills.

The main principles of the Company's recruitment procedure are:

- Job descriptions will be clearly and concisely written, be representative of the role and free from bias
- Members of the Knights Group Ltd who are involved in the recruitment of Company staff will be informed of and given a copy of this policy and the terms and conditions of employment
- Clear records of the reasons for decisions made throughout the recruitment process will be maintained

Monitoring

The Human Resources Manager, or delegated member of staff, will monitor the employment processes to ensure that this policy is being adhered to.

The Equal Opportunities Policy and You

All employees should be aware of the Knights Group Ltd's Equal Opportunities Policy and the obligations which fall on them to ensure its success and to comply with the provisions of the Acts.

You have a duty not to discriminate or to help others to do so. Compliance with these laws and the Company Policy is a personal responsibility for all employees. Incidents of discrimination may be investigated in accordance with the Company Disciplinary Policy and Procedure.

Complaints

Any member of staff or person applying to a post in the Company who consider they have received unequal treatment may make a complaint to the Human Resources Manager who will follow our complaints procedure. The complaint will be dealt with as quickly as possible and at least within three weeks.