

Key Fund (South Yorkshire) Ltd Equal Opportunities Policy

1. Introduction

Key Fund (South Yorkshire) Ltd (KFY) wholeheartedly supports the principle of equality of opportunity and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, ethnic or national origin, gender, sexual orientation, marital status, age or disability. KFY will observe the relevant legislation,

KFY values and welcomes diversity and believes that it is in the best interests of the company and of all who work in it to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. KFY is committed, within the framework of the law and wherever practicable to achieving and maintaining a workforce which broadly reflects the community in which it operates.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria. Equal opportunities will be embedded in all policies.

2. KFY's Commitment

2.1 KFY will take the following steps to make the policy known:

- Give a copy to all employees
- Use the main theme of the policy in advertising vacancies and other marketing material.
- Give a copy to all job applicants.
- Use the disability symbol: "Positive about Disabled People" two ticks that KFY has achieved.

2.2 KFY information and publicity will, whenever possible:

- Contain positive images (i.e. those that challenge stereotypes).
- Be widely distributed and accessible.
- Be written in plain language without jargon.
- Contain clear information about all aspects of the organisations work, particularly how decisions are made, by whom, and to be made available to all those involved.

2.3 KFY will ensure that key decision makers such as managers and the Board and those involved in personnel and management practices are (or have been) provided with training and guidance.

3. Discrimination

KFY commits itself to the immediate investigation of any claims of discrimination on the above grounds through the Grievance procedure.

Any employee (no matter what level) found guilty of discrimination will be dealt with under the disciplinary procedure. Any person found to be guilty of discrimination will be required to make appropriate restitution in a manner deemed appropriate to the nature and level of the offence.

4.. Monitoring & Managing Diversity

KFY will:

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- monitor the workforce and new applicants for vacancies to ensure that the profile of KFY's staff reflects the local community as far as possible.
- examine and review procedures for recruitment, selection, promotion and training to make sure that all the processes are fair and open and do not pose barriers to any groups in the community.
- develop mechanisms for resolving grievances about unfair discrimination and harassment.
- identify any scope for using lawful positive action, training and encouragement and then put the necessary arrangements in hand.
- review the policy on a regular basis and develop both Action Plans (as required) and an appropriate monitoring system.

Race; Gender; Disability; Sexuality; Age; religion and Belief plus Employment issues.

Whilst recognising that individuals may experience disadvantage on more than one level, Key Fund South Yorkshire will:

- Offer services fairly to all people, ensuring that anyone in contact with the organisation is treated with respect, making provision for those groups within the community whose needs and expectations are less well provided for.
- Comply with all legislation dealing with discrimination and the promotion of equality.
- Ensure all employment policies procedures, guidelines and information reflect and reinforce the commitment to equality.
- Ensure mechanisms are in place for responding to complaints of discrimination and harassment for employees, volunteers and members of the public.
- Encourage disadvantaged groups and individuals to participate in the activities and in the community.
- Periodically review the Equal Opportunities Policy

Accessibility Guidelines.

KFY's services must be accessible to and appropriate for all the members of the community who might wish or need to use them. In seeking to achieve this Key Fund South Yorkshire will strive to:

- Facilitate physical access into the building.
- Use communication methods that are appropriate and sensitive
- Improve accessibility of employment arrangements or physical features of workplace to meet the needs of staff and applicants with disabilities and other needs.
- Work with partner organisations to enhance services across the area for all community members.

Employment training and organisational development

Key Fund South Yorkshire is committed to ensuring that all its employment policies, procedures, and guidelines will reflect and reinforce the commitment to equality by:

- Providing a prejudice free and supportive working environment.
- Ensuring all employees are recruited and promoted on the basis of ability
- Ensuring it communicates job opportunities to all sections of the community.
- Using appropriate legislation as a framework for action to support the recruitment process in a positive way.

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- Provide appropriate training for staff and volunteers in reaction to equality and diversity.

Equal Opportunities Policy supporting statements.

Race equality - Key Fund South Yorkshire is committed to promoting a cohesive society and eliminating unlawful racial discrimination. The forum will promote equality of opportunity and good relations between people of different racial, national and ethnic groups.

Disability Equality – KFY will not treat a person less favourable directly or indirectly on the basis of his/her disability and will promote equality of opportunity for people with disabilities.

Gender Equality - Key Fund South Yorkshire will not treat a person less favourably directly or indirectly due to gender or marital status or gender reassignment.

Age - Key Fund South Yorkshire will not treat a person less favourably directly or indirectly due to their age.

Sexual Orientation - Key Fund South Yorkshire will not discriminate directly or indirectly on the grounds of sexual orientation.

Religion and Belief - Key Fund South Yorkshire will not discriminate directly or indirectly on the grounds of religion or belief

Legislation

- Race Relations Act, 1976
- Sex Discrimination Act, 1975 and 1986
- Disability Discrimination Act, 1995
- Criminal Justice and Public Order Act, 1994
- Equal Pay Act 1970 & (Amendment) Regulations 1983 and 2003
- Race Relations Code of Practice 1984
- Code of Good Practice on the Employment of Disabled People 1990
- Data Protection Act 1988
- Working Time Regulations 1998
- National Minimum Wage Act 1998
- Code of Practice (Disability Discrimination) 1996
- Public Interest Disclosure Act 1998
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Maternity and Parental Leave etc Regulations 1999 and 2006
- Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Fixed Term Workers (Prevention of Less Favourable Treatment) Regulations 2001
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- The Information and Consultation of Employees Regulations 2004
- Employment Equality (Age Discrimination) Regulations 2006
- Work and Families Act 2006