

Equal Opportunities Policy

1. Vision Statement:

- Key Integrated Services Ltd is committed to promoting equal opportunities.
- The company values diversity and encourages fairness and justice.
- The company wants equal chances for everyone to work and learn free from discrimination and victimization.
- The company will combat discrimination throughout the organization and will use its position of influence wherever possible, to help overcome discriminatory barriers.

2. In seeking to achieve this vision, the company will strive to:

- Encourage equality of opportunity for all people and actively promote good relations.
- Eliminate any conditions, procedures and individual behaviour that can lead to discrimination even where there was no intent to discriminate, with particular regard to:

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

Whilst recognising that individuals may experience disadvantage on more than one level.

- 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 met.
- Comply with all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support this legislation.
- Ensure all employment policies procedures, guidelines and circulars reflect and reinforce the company's commitment to equality.
- Ensure mechanisms are in place for responding to complaints of discrimination and harassment from employees and the public.
- Encourage disadvantaged groups and individuals to participate in the community.
- Make this policy known to all employees, job applicants and partner organisations.
- Operate procurement practices and partnership arrangements that ensure others commissioned to provide services for the company to have similar policies that cover equal opportunities.
- Periodically review the Equal Opportunities policy.

3. Supporting Guidelines

- The Equal Opportunities Policy is reinforced by guidelines specifically relating to accessibility and the company's role as an employer.

4. Responsibility

- Overall responsibility for the implementation of the policy lies with the Director.

Equal Opportunities - Accessibility Guidelines

1. Vision Statement:

- The company's services must be accessible to and appropriate for all the members of the company who might wish or need to use them.
- The company will take all reasonable steps to ensure its employment arrangements are accessible.

Employment Training and Organisational Development

Guidelines

1. Statement of Principles

Key Integrated Services Ltd is committed to ensuring that all its employment policies, procedures, guidelines and circulars will reflect and reinforce the company's commitment to equality.

The company will through its policies and training seek to create a:

- Prejudice-free and supportive working environment.
- Workforce which reflects the diversity of the local population, ensuring that people from all sections of communities have equality of opportunity to obtain employment in all areas and levels of the company.

2. Recruitment and Selection

The company will strive to:

Ensure that all employees are recruited and promoted on the basis of ability and other objective relevant criteria.

Work towards ensuring that through recruitment that its workforce better represents people from all communities.

Be committed to equality of opportunity for all people and protect against all forms of discrimination, with a particular regard to:

Gender; Race; Disability; Religious and Belief; Age; Sexuality

Ensure that it communicates job opportunities to all. We will scrutinise the recruitment process to ensure that we do not discriminate or discourage applications from any persons.

Ensure that all its employees who are part of the recruitment selection panel are trained on equalities issues.

Work with disadvantaged sections of the community in support of recruitment

Use appropriate legislation as a framework for action to support the recruitment process in a positive way.

Collect and use recruitment information to support a fair and effective recruitment process.

3. Training and Organisational Development

The company will:

Seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational needs.

Key Integrated Services training that complies with the companies Equalities Policies.

Include equalities training as part of its induction programme.

Include equalities training as part of its management development programme.

Provide equalities awareness training as part of its corporate training and organisational development programme.

4. Monitoring and Evaluation

The company will:

Specifically monitor recruitment, promotion, and training opportunities and take up of training, pay, grievance, disciplinary and exit from employment.

Monitor its performance against national best value performance indicators in respect of all equalities issues.

Continue to review its monitoring processes to comply with changes in legislation.

Equal Opportunities policy - Supporting statements

- **Race Equality:** Key Integrated Services Ltd is committed to promoting a cohesive company and eliminating unlawful racial discrimination. The company will promote equality of opportunity and good relations between people of different racial, national and ethnic groups.
- **Disability Equality:** Key Integrated Services Ltd will not treat a person less favourably directly or indirectly on the basis of his/her disability and will promote equality of opportunity for people with disabilities.
- **Gender Equality:** Key Integrated Services Ltd will not treat a person less favourably directly or indirectly due to gender or marital status.

- **Equality of Employment:** Key Integrated Services Ltd will through its policies and training seek to create a prejudice free and supportive working environment.
- **Accessibility:** The company's services must be accessible and appropriate for all members of the company who might wish or need to use them. The company will ensure its employment arrangements are accessible.
- **Sexual Orientation:** Key Integrated Services Ltd will not discriminate directly or indirectly on the grounds of sexual orientation.
- **Gender Reassignment:** Key Integrated Services Ltd will not discriminate directly or indirectly on the grounds of gender reassignment.
- **Religion and Belief:** Key Integrated Services Ltd will not discriminate directly or indirectly on the grounds of religion or belief.
(This is defined as any religion, religious belief or similar philosophical belief. It excludes philosophical or political beliefs unless those beliefs are similar to a religious belief, e.g. the belief has a profound effect on the person's way of life.)
- **Age:** A person's age will not lead to unfair discrimination.

Reviewed By:

Name: Mark Poulton

Date reviewed: 10/01/25

Signed:

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