

THE
KENTON
GROUP



Equal Opportunities Policy

“The aim of this policy is to communicate the commitment of the Kenton Group and its employees to the promotion of equality of opportunity in the Kenton Group of Companies”.

It is the Company policy to provide equality of membership to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependents
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

The Company is opposed to all forms of unlawful and unfair discrimination. All members of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on membership, selection for office, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude, qualification and ability.

The Company recognises that the provision of equal opportunities in all its activities will benefit the organisation. This equal opportunities policy will help members to develop their full potential and the talents and resources of the members will be utilised fully to maximise the effectiveness of the organisation.

The Kenton Group recognises that there is a statutory duty under the NI Act 1998, to implement an equal opportunities policy. This policy applies to applicants for employment, volunteers and members of the group alike.

The Kenton Group is committed to the principles and practice of Equality.

The Kenton Group values the diversity of the local population. The Company wants its services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic, that may unfairly affect a person's opportunities in life.

Equality commitments

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious learning environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation

- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of membership

This policy is fully supported by the Board of Directors and was adopted by the Company on the 20th December 2009 and will be periodically reviewed and updated.

Implementation

The Managing Director has specific responsibility for the effective implementation of this policy. The Board of Directors expects all members to abide by the policy and help create the equality environment that is objective.

In order to implement this policy the Company shall:

- Communicate the policy to members by issuing an induction pamphlet to all existing, and new members
- The Kenton Group will endeavour through appropriate training to ensure that it will not consciously, or unconsciously discriminate in the selection or recruitment of applicants for membership of the group
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into roles and responsibilities of committee members
- Incorporate equal opportunities notices into general communications practices (e.g. announcements, annual report at annual general meeting, notices and newsletters).
- Ensure that adequate resources are made available to fulfill the objectives of the policy.

Monitoring and review

The Kenton Group will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of the equal opportunities policy will be reviewed regularly and action taken as necessary.

Complaints


Employees or Managers who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. A copy of these procedures is available from the HR Manager. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that members who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Complaints from members of the public will be dealt with under agreed procedures (a copy of these procedures is available from the HR department).

Date: 03rd October 2018.

Signature:

A handwritten signature in black ink, appearing to be 'John Larkin', written over a faint, illegible stamp or background.

John Larkin Managing Director

Document Control:

Issue No	Reason	Date	Owner
1	New Publication	20/12/09	John Larkin
2	Reviewed	20/12/10	Lee Palmer
2a	Reviewed	5/11/13	B Corfield
3	Header and Footer replaced	3/9/14	B Corfield
4	Reviewed	20/09/15	B Corfield
4a	Reviewed	20/09/16	B. Corfield
5	Reviewed and updated	03Oct2018	C Jones