

## Equal Opportunities Policy

As an equal opportunity employer, the KLM Partnership (“the Practice”) is wholly committed to eliminating discrimination and encouraging diversity among its personnel. We recognise that equal treatment is a fundamental of good management practice and makes sound business sense.

Our business ethos is to enable and encourage each member of the Practice to maximise their potential and give their best, in a working environment where diversity and individual identity are fostered in a culture of mutual respect, enabling us to maximise the service which we provide to our clients, while maintaining a happy and professional working environment.

The purpose of this statement is to provide equality of opportunity and treatment to all members of the Practice, and to ensure that direct or indirect discrimination does not occur on the grounds of:

age	ethnic origin	marital status	political outlook	religion or belief
colour	gender	nationality	pregnancy	sexual orientation
disability	illness	national origin	race	status

Direct discrimination occurs where an individual can be shown to be being treated less favourably because of one, or more, of the factors listed above.

Indirect discrimination occurs where requirements, conditions or criteria are applied, for example in considering candidates for employment, training or promotion, which cannot be justified or, if applied equally to all groups or individuals, has a disproportionately adverse effect on one particular group or individual.

Gender includes individuals considering, undergoing or having completed gender re-assignment.

Marital status includes same-sex partnerships, single parent or extended, i.e. non-nuclear, family structures.

Disability covers a broad spectrum of physical, mental, intellectual and social impairment, which may impact on some functionality areas.

Illness includes real or suspected infection with HIV/AIDS, alcoholism and/or mental illness, including depression. Status refers to all members of the Practice, whether part-time, full-time, fixed-term, temporary or agency personnel.

All members of the Practice will be treated with respect as individuals; no-one will be discriminated against either on the basis that they have only recently joined, or that they are long-serving members of the Practice.

The Practice is opposed to all forms of unlawful, unfair, direct or indirect discrimination. Intimidation, bullying, coercion or harassment will not be tolerated.

All decisions should be taken on a demonstrable basis of merit, and on a non-subjective basis.

Selection for employment, promotion, training and/or benefits is and will continue to be based solely on aptitude, ability and performance. Opportunities for training, development and progression will continue to be made available to all members of the Practice.

Breaches of the Practice's equal opportunities policy whether by action or inaction on the part of any member of the Practice, irrespective of their status, will normally be treated as a potentially serious breach of the Practice's disciplinary rules and procedures.

Acts of direct or indirect discrimination may, according to the circumstances, fall within the scope of the Practice's policy on harassment and bullying and may, after investigation and according to the circumstances, be treated as gross misconduct and result in termination of employment.

This policy has the full support of the Partners. Its implementation is subject to regular monitoring and a formal annual review by the Partnership, both in its own right and in the context of our overall employment practices and procedures, which are aimed at ensuring fairness and consistency of treatment for all members of the Practice at all times.

Signed .....  ..... Date 1<sup>st</sup> November 2016

Managing Partner

