

Equal Opportunities Policy Statement



STATEMENT OF POLICY

The KLM Partnership (KLM) aims to be an equal opportunity employer, and has a policy for this purpose.

This policy covers all aspects of employment, from vacancy advertisement, selection recruitment and training to conditions of service and reasons for terminations of employment.

The policy also applies equally to the treatment of our customers/clients. Staff involved in recruitment in particular should request training if they have any doubt about the application of this policy.

To ensure that this policy is operating effectively (and for no other purpose) KLM maintains records of employees and applicant's racial origin, gender and disability.

On going monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The Practice's long term aim is that the composition of our workforce should reflect that of the community. Timetabled targets will be set for groups in the community that are identified as being underrepresented in the workforce. Where necessary, special steps, as permitted by the relevant Acts of Parliament, will be taken to help disadvantaged and/or underrepresented groups to compete for jobs on a genuine basis of equality.

The Practice's EOEP, and the measures to implement it, have been devised on the basis of advice from the relevant bodies as well as in consultation with appropriate union and/or employee representatives.

The Practice's General Managing Partner, J M Low is responsible for the effective operations of the Partnership's EOEP.

Every Partner and employee has a personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to the General Managing Partner or individual Office Managing Partner, as should any request for special training.

A copy of the EOEP is available from each office's Managing Partner.

THE POLICY

Vacancy Advertising

- a) Wherever possible, all vacancies will be advertised simultaneously internally and externally.
- b) Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.
- c) Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, polytechnics, etc with significant minority group rolls, as well as to minority press/media and organisations
- d) All vacancy advertisements will include an appropriate short statement of equal opportunities.

Selection and recruitment

- a) Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds being essential for the effective performance of the job.
- b) Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should have received training in equal opportunities.
- c) Wherever possible, women, minorities and disabled persons will be involved in the shortlisting and interviewing processes.
- d) Reasons for selection and rejection of applicants for vacancies must be recorded.

Positive action – training, promotion and conditions of services

- a) Underrepresented groups will be encouraged to apply for training and employment opportunities with the Practice. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion, However, actual recruitment to all jobs will be strictly on merit.
- b) Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/ or underrepresented groups.

Personnel records

- a) In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees and job applicants gender, racial origins and disability.
- b) Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.
- c) Such records will be analysed regularly and appropriate follow-up action taken.

Employees

- a) Employees who are disabled or become disabled in the course of their employment should inform and may also wish to advise the company of any “reasonable adjustments “ to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably

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practicable for the company to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

- b) Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment on the basis of disability then the grievance may be raised directly with General Managing Partner or the individual Office Managing Partner. The Practice is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.
- c) Any employee who harasses any other employee on the grounds of race, sex or disability will be subject to the practice's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and as such, will result in summary dismissal in the absence of mitigating circumstances.

Monitoring

- a) All employees are, and job applicants will be asked, to complete a form denoting sex, race, ethnic origin and any disabilities. The Practice guarantees that this form will be used for the purpose of monitoring the effectiveness of its equal opportunities policy only.

General

The objectives of this EOEP are to:

- a) Ensure that KLM has access to the widest labour market and secures the best employees for its needs.
- b) Ensure that no applicant or employee received less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company/etc and themselves.
- c) Achieve an ability based workforce which is in line with the working population mix in the relevant labour market areas.

The co-operation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the Partnership. Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

Notice

- a) The management of KLM will ensure that this policy is brought to the attention of all Partners, employees new job applicants and others who may be affected by it.
- b) All sub-consultants, contractors and suppliers engaged by KLM are expected to comply with the spirit and terms of this statement in undertaking work of any nature for KLM.

Definitions

NOTE: for the avoidance of any doubt, the undernoted words or phrases set out in KLM's EOEP can be defined as follows:-

Direct discrimination

Direct discrimination consists of treating a person, on racial grounds, less favourably than others are or would be treated in the same or similar circumstances.

Indirect discrimination

Indirect discrimination consists of applying in any circumstances covered by the Race Relation Act 1976 a requirement or condition which, although applied equally to persons of all racial groups, is such that a considerably smaller proportion of a particular racial group can comply with it and it cannot be shown to be justifiable on other racial grounds. Possible examples are:-

- A rule about clothing or uniforms which disproportionately disadvantages a racial group and cannot be justified
- An Employer who requires higher language standards than are needed for safe and effective performance of the job

Victimisation

Discrimination by victimisation is also unlawful under the Act. For example, a person is victimised if he or she is given less favourable treatment than others in the same circumstances because it is suspected or known that he or she has brought proceedings under the Act, or given evidence or information relating to such proceedings, or alleged that discrimination has occurred.

Signed

Date

General Managing Partner