

KENYON - EQUALITY AND DIVERSITY POLICY:

REVISION STATUS:

This Policy is the responsibility of the Kenyon CEO and all comments and suggestions for revision should be directed to him.

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1. Introduction and Aims:

- a. Kenyon International is a disaster management company that responds to incidents globally. We endeavour to ensure that our team reflects our global reach by having a diverse and dynamic workforce.
- b. The purpose of this Policy document is to: provide guidance to all Kenyon Full Time Staff and Associates on our commitment to equality and diversity in all aspects of our work; and the procedures needed to enforce this Policy.
- c. The Equality and Diversity Policy shall be used to ensure that our workforce is representative of all sections of society and our clients, and for each employee to feel valued and able to thrive. The Policy's aims to provide fairness, equality and respect to all employees, whether they are Full Time Staff, Team Members or Associates.
- d. The Policy prohibits unlawful discrimination of an individual based on their protected characteristics of age, race (including nationality, colour and ethnic or national origin), disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief and sexual orientation.
- e. The Policy aims to avoid all forms of unlawful discrimination. This includes in terms and conditions of employment, pay and benefits, dismissals, redundancy, leave for parents, requests for flexible working, dealing with grievances and discipline, training and development opportunities and selection for employment.
- f. This Policy is designed to provide guidance on the following areas, our organisational commitments, recruitment and promotion, the interview and selection process and training.

g. All Full Time Staff, Team Members, Associates are required to comply or abide by the terms of this Policy.

2. **Organisational Commitments:**

a. Kenyon actively encourages equality and diversity in the workplace as it is good practice and encourages greater productivity within our team.

b. As an international organisation with a global reach, we believe unequivocally that all humans are born free and equal in dignity and rights (Universal Declaration of Human Rights). For this reason, irrespective of which country or jurisdiction we work, especially in contexts where there is an absence of adherence to human rights. We will treat all individuals without distinction or discrimination irrespective of their age, race, colour, nationality, ethnicity, social or national origin; sex; marital or civil status, sexual orientation; gender reassignment; physical, sensory or learning disability; mental health; belief or religious beliefs; class; HIV status; pregnancy and maternity status.

c. Kenyon is fervent that any decisions concerning staff are based on merit (apart from any necessary and limited exemptions and exceptions that are permitted under the Equality Act)

d. Kenyon will review employment practices and procedures when necessary to take into account changes in the law and ensure fairness.

e. We monitor the make-up of our workforce regarding information such as age, gender, ethnic background and sexual orientation, religion and disability in meeting our organisational commitments to diversified work place. Monitoring will also include assessing how this Policy is working in practice, reviewing it annually and taking action to address issues.

f. We create a working environment free of bullying, harassment, victimisation and unlawful discrimination, celebrating individual differences and contributions of all staff members. As well as promoting dignity and respect of all people.

g. Kenyon has a zero-tolerance policy on bullying and harassment of employees. We take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by Full Time Staff, Team Members, Associates, Clients, visitors, the public or any others in the course of Kenyon's work.

h. In the event these acts occur, they will be dealt with as misconduct under Kenyon's disciplinary procedures and appropriate action will be taken to address the matter. Serious complaints could amount to gross misconduct and lead to dismissal without notice.

i. Additionally, Kenyon holds a zero-tolerance policy on sexual harassment. Sexual harassment may amount to both an employment rights and criminal matter. This Policy will be enforced robustly in the event harassment occurs.

j. Details of Kenyon's grievance and disciplinary policies and procedure can be found in Kenyon's Employee handbook. This includes with whom an employee should raise a grievance with, which in first circumstances should be their line manager.

k. Kenyon ensures all employees are aware of their rights and responsibilities under our Equality and Diversity Policy.

3. **Recruitment and Promotion:**

- a. All recruitment documents do not imply any preferred group, unless a genuine occupational qualification exists limiting a post to a particular group.
- b. All applicants will be informed, through recruitment material, of our commitment to equal opportunities and diversity and the existence of our Policy.
- c. Our Person Specifications, which include 'essential' and 'desirable', are requirements are not based on any personal requirements but rather qualification and skill based, so they are not discriminatory.
- d. All Employees are encouraged to discuss their development and training needs through our Personal Development programme with regular appraisals at 6 months and 12 months. Employees can also access regular support from their line manager and senior managers.

4. **Interview and Selection:**

Interviewing and selection policies and processes include:

- a. The Short-Listing Panel will not select candidates based on their gender, name, possible disability or age of the candidate.
- b. The Interview Panel will take care not to ask discriminatory questions unrelated to the requirements of the job, e.g. race, colour, nationality, ethnic or national origin; sex; marital status or caring responsibility; sexual orientation; age; physical, sensory or learning disability; mental health; political or religious beliefs; class; HIV status; employment status; unrelated criminal convictions; and union activities.

5. **Training:**

- a. In line with the intentions of our Equality and Diversity Policy, Kenyon will not discriminate in the provision of training and development opportunities.
- b. Appropriate training will be provided to enable all employees to excel at their jobs and be effective.
- c. The training offered will take into account the needs of each employee and their developmental needs.

6. **Monitoring and Review:**

- a. Reviewing this Policy will form part of the Induction Procedure for all staff joining Kenyon.
- b. Kenyon is committed to genuinely enforcing our Equality and Diversity Policy. We acknowledge, however, that effectiveness of the Policy's aims and objectives can only be judged by how the Policy operates in practice.

7. **Legislation and Related Documents:**

- a. This Policy is available on Kenyon's shared drive as well as the public facing website.
- b. Staff will be made aware of procedural document updates as they occur via team huddles, team meetings, staff bulletins and staff briefings.