



# **EQUAL OPPORTUNITY POLICY FOR EMPLOYEES**

Responsible:	Director
Date Reviewed:	January 2025
Review Period:	Annually
Approval Authority:	Governors
External Release:	Yes

The Company is an equal opportunity employer. Kingfisher Education is committed to building an organization that fully harnesses the talents, skills, experiences, and diverse cultural perspectives present in a multi-ethnic society. We strive to ensure that all individuals feel respected and valued, enabling them to reach their fullest potential.

The aim of this policy is

- To guarantee that all job applicants, contract workers, and employees are treated equally, regardless of sex, sexual orientation, marital status, pregnancy or maternity, age, religion or belief, creed, race, colour, nationality, ethnic or national origins or disability ('the protected characteristics')
- To ensure that opportunities for employment, training, promotion and transfer are equally open to all employees
- To ensure that discrimination of a job applicant, contract worker or employee based on their association with someone with a protected characteristic or based on perception will not be tolerated
- To prevent harassment or bullying in the workplace. Harassment refers to specific behaviours by one individual that another individual considers unacceptable or unwelcome, and it is recognized as a significant issue. This policy covers various forms of harassment, including sexual and racial harassment, as well as harassment based on disability or any other protected characteristic.

#### Forms of Discrimination

The following are examples of discrimination which are against the Company's policy:

- Direct discrimination: where a person is less favourably treated because of a specific characteristic
- Indirect discrimination: where a provision, criterion or practice which applies / would apply to everyone puts people with a particular characteristic at a particular disadvantage
- Discrimination by association: this is direct discrimination against someone because they associate with another person who possesses a protected characteristic
- Perception discrimination: this is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic

Victimisation: where a person is subject to a disadvantage because they have, in good faith, taken action in relation to the discrimination legislation, for example, brought proceedings or given evidence or information in a case under the legislation or alleged (expressly or otherwise) that anyone has committed an act which could constitute a breach of the legislation.

Harassment: examples of harassment include but are not limited to:

Physical contact, verbal or non-verbal conduct, victimisation, name-calling, abusive language, mockery, office banter, jokes and bullying or intimidation of a general nature or that specifically targeted at someone because of their gender, age, religion or belief, disability, sexual orientation or ethnic origin.

## Employee Responsibility

Every employee is personally responsible for avoiding behaviours that may be offensive to others. This commitment is essential for the effective implementation of this policy and for fostering a workplace that aligns with the principle of equal opportunity for all staff members. You must ensure that you do not engage in discrimination or harassment towards colleagues, customers, or suppliers while fulfilling your job responsibilities.

You should report any act of harassment or discrimination to the Company.

## Management Responsibility

Managers and supervisors are responsible for looking into any discrimination complaints involving their staff members and for clearly conveying this policy to all employees.

Any employee who feels that they have not been treated fairly by the Company or who has experienced harassment should initially seek to resolve the issue informally, if possible. This can be done by addressing the concern directly with the individual in question and, if needed, involving your manager.

If it is inappropriate to try to resolve the matter informally or such attempts have failed, then you should raise the matter formally with your manager. If your manager is the person involved, then you should raise the matter with the person in the Company who deals with personnel issues through the Company Grievance Procedure.

Disciplinary action will be taken against any employee who acts in breach of this policy.