



Directors: Ben Fitzgerald and Rosie Frost

KINDCODY POLICY - EQUALITY AND DIVERSITY

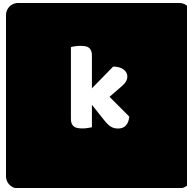
Revised: 10 APRIL 2021

Policy

1. This policy does not affect nor form part of the contractual relationship between KINDCODY and any of its staff.

KINDCODY's Commitment

2. KINDCODY declares its commitment to the principles of equality and diversity and to observing legislative requirements relating to discrimination and promoting equality and diversity. This applies to KINDCODY's professional dealings with staff, trustees, beneficiaries, donors and other parties.
3. We will not, in our professional dealings with staff, trustees, beneficiaries, donors and other parties, discriminate, without lawful cause, against any person, nor victimise or harass them on the grounds of:
 - 3.1. race or racial group (including colour, nationality and ethnic or national origins);



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- 3.2. sex (including marital status, gender reassignment, pregnancy, maternity and paternity);
 - 3.3. sexual orientation (including civil partnership status);
 - 3.4. religion and belief;
 - 3.5. age;
 - 3.6. disability.
4. We will take such steps, and make such adjustments, as are reasonable in all the circumstances in order to prevent any of our staff, trustees, beneficiaries and donors who are disabled from being placed at a substantial disadvantage in comparison with those who are not disabled.

Forms of Discrimination

5. The following are kinds of discrimination, which are against KINDCODY's policy:
- 5.1. Direct discrimination, where a person is treated less favourably on the grounds of race, racial group, colour, ethnic or national origins, sex, pregnancy, marital status, disability or sexual orientation, religion or belief, or age.
 - 5.2. Indirect discrimination, where an apparently neutral provision, criterion or practice would put a substantially higher proportion of the members of one sex, or persons having racial or ethnic origin or a particular religion or belief, or a particular disability or a

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particular sexual orientation, or age, at a disadvantage compared with other persons unless that provision, criterion or practice is objectively justified by legitimate aim and the means of achieving that aim are appropriate and necessary.

- 5.3. Victimisation, where someone is treated less favourably than others because he or she has taken action in good faith against KINDCODY under one of the relevant Acts.
- 5.4. Harassment, when one person subjects another to “unwanted conduct that has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment” (section 4A(1) of the Sex Discrimination Act 1975, as amended by the Employment Equality (Sex Discrimination) Regulations 2005 (SI 2005/2467). Harassment may involve physical acts or verbal and non-verbal communications and gestures.

Employment and Training

6. As an employer, KINDCODY will treat all employees and job applicants equally and fairly and not discriminate unjustifiably against them. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary processes, demotions, selection for redundancies, dress



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code, references, bonus schemes, work allocation and any other employment related activities.

Promoting Equality and Diversity

7. Employees will be informed of this Equality and Diversity Policy.
8. This policy will be made available to beneficiaries, donors and any other parties when required.
9. In all its dealings, including those with suppliers, contractors and recruitment agencies, KINDCODY will seek to promote the principles of equality and diversity.

Implementing the Policy

10. Responsibility

10.1. Ultimate responsibility for this policy rests with the Director of KINDCODY. KINDCODY has appointed designated staff members to have operational responsibility for implementing, communicating, monitoring, evaluating and updating this policy (ask your line manager for details).

10.2. All employees KINDCODY are expected to pay due regard to the provisions of this policy and are responsible for ensuring

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compliance with it when undertaking their jobs or representing KINDCODY.

10.3. Acts of discrimination or harassment on any of the forbidden grounds, or any other failure to comply with this policy by employees of KINDCODY, may result in disciplinary action.

10.4. Acts of discrimination or harassment on any of the forbidden grounds by those acting on behalf of KINDCODY will lead to appropriate action including termination of service where appropriate.

11. Complaints of discrimination

11.1. KINDCODY will treat seriously, and will take action where appropriate, concerning all complaints of discrimination or harassment on any of the forbidden grounds made by staff, trustees, beneficiaries, donors and other parties. Complaints will be investigated in accordance with KINDCODY's grievance or complaints procedure and the complainant will be informed of the outcome.

12. Monitoring and review



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12.1. The operation of this policy will be monitored and reviewed the designated staff member a manner proportionate to the size and nature of KINDCODY on an ongoing basis to measure its progress and judge its effectiveness.

12.2. This information will be used to review the progress and impact of the Equality and Diversity Policy. Any changes required will be made and implemented.

Entry into Force

13. This policy is effective immediately.

Chris Frost, Chief Operating Officer