

KEELAGHER OKEY KLEIN

Equal Opportunities Policy

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1. **Vision Statement:**

Keelagher Okey Klein operates, and will continue to operate fair and equitable methods and procedures, in accordance with the appropriate current Codes of Practice, to ensure that all its employees and prospective employees are treated fairly and are not subjected to unfair discrimination. It is important that this policy of equal opportunities in employment is accepted and fully understood by Directors and Staff to ensure that all employees and applicants for vacancies within the Practice are treated equally regardless of their religious or political affiliation, gender, sexual orientation, marital status, age, disability, race, ethnic or national origin. Awareness of this policy is promoted as a matter of course.

The Practice fully supports the need for systematic and objective appraisal of its practises to ensure that its Policy of Equal Opportunity and its associated procedures are rigorously applied, to all its services.

2. **In seeking to achieve this vision, Keelagher Okey Klein will strive to:**

- Encourage equality of opportunity for all people and actively promote good relations.
- Ensure that all staff are made aware of this policy at Induction and are asked to read it and ask any questions before signing to indicate their acceptance of the policy.
- Ensure that any future changes to the policy are communicated to all staff in a timely manner and encourage staff to come forward if they have any queries regarding the changes.
- Eliminate any conditions, procedures and individual behaviour that can lead to discrimination even where there was no intent to discriminate, with particular regard to race, gender, disability, sexuality, age, religion and belief.

We also aim to:

- Offer services fairly to all people, ensuring that anyone in contact with the organisation is treated with respect.
- Comply with all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support this legislation.
- Observe the Equality and Human Rights Commission's Codes of Practice for Employment, Equal Pay, and Services, Public Functions and Associations.
- Ensure all employment policies, procedures, guidelines and circulars reflect and reinforce our commitment to equality.

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- Ensure that this policy is applied effectively to all our recruitment, training, promotion, discipline and dismissal procedures.
- Ensure mechanisms are in place for responding to complaints of discrimination and harassment from employees and/or Clients.
- Make this policy known to all employees and make employees aware that victimisation, discrimination and harassment are disciplinary offences.
- Operate procurement practices and partnership arrangements that ensure others commissioned to provide services for Keelagher Okey Klein have similar policies that cover equal opportunities.
- Regularly review the Equal Opportunities policy on an annual basis and/or when relevant new legislation comes into practice.

3. Responsibility

- Overall responsibility for the implementation of the policy lies with the Company Director – Mr. John F. Okey FRICS MCI Arb MInstCES IMaPS

4. Recruitment and Selection

Keelagher Okey Klein will strive to:

- Ensure that all employees are recruited and promoted on the basis of ability and other objective relevant criteria.
- Be committed to equality of opportunity for all people and protect against all forms of discrimination, with a particular regard to gender, race, disability, religion and belief, age and sexuality.
- Ensure that it communicates job opportunities to all sections of the community. We will scrutinise the recruitment process to ensure that we do not discriminate or discourage applications from any section of the community.
- Use open recruitment methods wherever possible, including Job Centre, Newspaper Advertisement, Online Advertisement and Careers Services.
- Ensure that all its employees who are part of the recruitment selection panel are trained on equalities issues.
- Use appropriate legislation as a framework for action to support the recruitment process in a positive way.
- Collect and use recruitment information to support a fair and effective recruitment process. This includes monitoring of the numbers of job applicants from different gender, disability and ethnic groups.

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5. Training and Organisational Development

Keelagher Okey Klein will:

- Seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational needs.
- Provide training that complies with our Equality Policy.
- Include equalities training as part of its induction programme.
- Include equalities training as part of its management development programme.
- Provide equalities awareness training as part of its corporate training and organisational development programme.

6. Monitoring and Evaluation

Keelagher Okey Klein will:

- Specifically monitor recruitment, promotion, and training opportunities and take up of training, pay, grievance, disciplinary and exit from employment.
- Monitor its performance against national best value performance indicators in respect of all equalities issues.
- Continue to review its monitoring processes to comply with changes in legislation.

7. Discrimination, Bullying, Victimisation and Harassment

Keelagher Okey Klein does not tolerate any form of discrimination, bullying, victimisation or harassment. These are all disciplinary offences within the Company.

8. Supporting statements

- **Race Equality:** Keelagher Okey Klein is committed to promoting a cohesive society and eliminating unlawful racial discrimination. We will promote equality of opportunity and good relations between people of different racial, national and ethnic groups.
- **Disability Equality:** Keelagher Okey Klein will not treat a person less favourably, directly or indirectly, on the basis of his/her disability and will promote equality of opportunity for people with disabilities.

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- **Gender Equality:** Keelagher Okey Klein will not treat a person less favourably, directly or indirectly, due to gender or marital status.
- **Equality of Employment:** Keelagher Okey Klein will through its policies and training seek to create a prejudice free and supportive working environment.
- **Sexual Orientation:** Keelagher Okey Klein will not discriminate, directly or indirectly, on the grounds of sexual orientation.
- **Gender Reassignment:** Keelagher Okey Klein will not discriminate, directly or indirectly, on the grounds of gender reassignment.
- **Religion and Belief:** Keelagher Okey Klein will not discriminate, directly or indirectly, on the grounds of religion or belief.
- **Age:** A person's age will not lead to unfair discrimination.

Over and above the provisions set out in its own policy, Keelagher Okey Klein is also bound by certain legal responsibilities in the field of equal opportunities. The key areas of these are as follows:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976, Race Relations (Amendment) Act 2000, Race Relations Act 1976 (Amendment) Regulations 2003
- Disability Discrimination Act 1995
- Employment Rights Act 1996
- Human Rights Act 1998
- Employment Act 2008
- Employment Equality (Religion or Belief) Regulations 2003
- Equality Act (Sexual Orientation) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equality Act 2010
- Modern Slavery Act 2015

J. F. OKEY
(Director)

