



KINGDOM
Group

Diversity & Inclusion Policy

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HAPPY TO TRANSLATE

Approved: August 2017
Next Review: August 2022

DIVERSITY & INCLUSION POLICY

1. Introduction

The Kingdom Group (Kingdom) is committed to embracing diversity and to creating an inclusive culture.

We strive to create an environment which values all cultures and groups which is reflected in our interactions with employees, governing body members, customers, visitors, suppliers and contractors.

This policy applies to all employees and governing body members. For the purpose of this policy, employees include bank and agency workers, volunteers and those on placement.

In line with our commitment to diversity and inclusion, this policy can be made available in a variety of formats, including large print, translated into another language or media. Reasonable adjustments will also be made to assist individuals who have a disability.

2. General Principles

Kingdom will not tolerate any form of prejudice, discrimination, harassment or victimisation.

Our employees and governing body members will ensure the provision of access to housing, support and care services, employment, training and development and all other activities are carried out in a fair and inclusive manner.

Kingdom values the potential that all people bring to the workplace and the wider community including and acknowledging the following protected characteristics;

- Age
- Disability
- Sex
- Gender Reassignment
- Marital and Civil Partnership status
- Pregnancy & maternity
- Race
- Religion or belief or absence of religion or belief
- Sexual orientation

We strive to have a workforce which reflects the communities we operate in.

Every person has the right to be treated with respect and dignity in every interaction they have with Kingdom whether as an employee, customer, stakeholder, contractor or governing body member.



Our employees and governing body members are expected to embrace and encourage diversity and inclusion to ensure that everyone is valued and treated with dignity and respect.

3. Kingdom's Responsibilities

To continually strive to create a working environment that celebrates diversity and is free from discrimination.

To ensure managers work in partnership with employees to create and sustain an inclusive working environment where everyone's unique contribution is valued.

To make decisions on employment, training, promotion and career development which are based on an individual's ability and genuine occupational requirements.

To comply with relevant legislation by requiring all employees to meet the standards of behaviour and conduct set out in the Code of Conduct for Staff including how they treat their colleagues and other people they have contact with as part of their work with Kingdom.

To make adjustments to meet the needs of employees, workers and customers who have specific needs as a result of any protected characteristic where reasonable and practicable to do so.

To ensure all publications and material reflect, in the language and images, the diversity of our employees and customers.

4. Recruitment and Selection

Kingdom endeavours to attract applications from all sections of society and we strive to reflect the diversity of the communities in which we operate.

We will ensure fair treatment through the recruitment process. This includes:

- Checking that recruitment documentation is relevant, non-discriminatory and does not discourage applications from a particular group.
- Ensuring that the wording and images used in job adverts reflect and appeal to all sections of society and comply with the law.
- Asking fair, objective and consistent competency based questions at interview.
- Keeping records of the recruitment and selection process, including interviews.
- Monitoring recruitment and selection to ensure equality of opportunity throughout the process and taking steps to eliminate any discriminatory practices.
- Making decisions in respect of promotions and career development focus on skills and talents rather than assumptions based on any protected characteristics.

Where our workforce, or a part of it, is not reflective of the communities we operate in, we will consider positive action to redress any under-representation.



5. Employee or Governing Body Member Raising a Concern

Employees and Governing Body members have the right to be treated with dignity and respect and to work in an environment where they can feel confident to raise any concerns they may have.

Should an employee believe they are being bullied, harassed or victimised, they should raise this with their manager or, if that is not appropriate, with a member of the Senior Management Team or HR.

Should a Governing body member believe they are being bullied, harassed or victimised, they should raise this with their Chair or the Group Chief Executive based on the nature of the complaint.

All concerns will be taken seriously and managers will work with employees to investigate these as quickly as possible with sensitivity and, if appropriate, seek to resolve the issue informally.

If an employee bullies, harasses or victimises another employee, governing body member, customer, visitor, supplier or contractor, this will be considered an act of gross misconduct and disciplinary action will be considered.

This also applies where the actions have taken place outside the workplace and/or outside normal working hours as this may impact on working relationships, the working environment, Kingdom's reputation or the employee's ability to carry out their duties.

If a Governing body members bullies, harasses or victimises another governing body member, employee, customer, visitor, supplier or contractor an appropriate investigation will be undertaken and considered in terms of the Governing body code of conduct.

6. Monitoring and Review

We will maintain records, set appropriate performance targets and regularly monitor performance against these targets to enable us to review the effect of this policy.

Our Governing body members will receive various performance reports at a frequency determined by them with any recommendations for further action.

This policy will be reviewed 5 years from the date of implementation or latest review; which will be the date the policy is approved by the governing body, or earlier if deemed appropriate. In the event that this policy is not reviewed within the above timescale, the latest approved policy will continue to apply.



KINGDOM GROUP

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This policy has been prepared in accordance with the Plain English principles and has been reviewed by a Plain English Champion in the reviewing department. Yes/No

Policy drawn up with reference to the following:

Equality Act 2010

Kingdom Housing Association's Equality and Diversity Policy

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Presented to the Board of Directors of Kingdom Initiatives Limited: 30 August 2017
(Electronically)

Presented to the Board of Directors of Kingdom Support and Care CIC: 30 August 2017
(Electronically)

Policy Approved Yes

Next review date: 21 August 2022

