

## **Equal Opportunities & Inclusion Policy**

Reference Documents –  
Grievance procedures  
[Harassment and Bullying policy](#)  
[Speak Up policy](#)  
[Speak up hub](#)  
[Privacy policy](#)

### ***Our commitment***

At Kiwa UK Group, we are committed to creating a workplace where everyone feels respected, included and able to thrive. We believe that diverse perspectives strengthen our organisation and allow us to deliver better outcomes for our people, our customers and our communities.

We are committed to providing equality of opportunity and to ensuring that no one is treated less favourably or unfairly because of who they are. We aim to foster an inclusive culture where differences are valued and where everyone is treated with dignity and respect.

This policy sets out how we meet our responsibilities under the Equality Act 2010 and how we uphold our wider commitment to inclusive, fair and people-centred employment practices.

### ***Equality of Opportunity***

We are committed to ensuring that no job applicant, employee or worker is discriminated against, directly or indirectly, on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

We recognise that achieving equality sometimes requires us to take positive, lawful steps, such as making reasonable adjustments, to remove barriers and support individuals to perform at their best.

Any form of discrimination, bullying, harassment or victimisation will not be tolerated and may result in disciplinary action.

### ***Recruitment and Selection***

We aim to attract, recruit and select the best people by using fair, transparent and inclusive recruitment practices.

To support this, we will:

- Ensure recruitment and selection decisions are based solely on role-related criteria and an individual's ability to carry out the job
- Review job descriptions and person specifications to ensure they are objective, inclusive and relevant
- Use a consistent and non-discriminatory approach to advertising vacancies
- Seek to advertise roles through a range of channels to reach diverse applicant pools
- Provide appropriate training to those involved in recruitment and selection, including on unconscious bias
- Where possible, involve more than one person in shortlisting and interviewing
- Make reasonable adjustments for applicants throughout the recruitment process

Applicants will not be disadvantaged because they require support to complete an application, unless personal completion is a genuine and proportionate requirement of the role.

### ***Training, Development and Promotion***

We are committed to ensuring that access to training, development and promotion is fair and based on merit.

- Promotion and development opportunities will be offered in line with this policy
- Decisions will be based on skills, experience, performance and potential
- Reasonable adjustments will be made where required to enable equal access to development opportunities

Senior leaders and people managers will receive training to support the fair and consistent application of this policy.

### ***Roles and Responsibilities - All employees***

Everyone at Kiwa UK Group has a responsibility to:

- Treat colleagues, customers and stakeholders with dignity and respect
- Behave in ways that support an inclusive working environment
- Challenge inappropriate behaviour and raise concerns where it is safe to do so

### ***Roles and Responsibilities – Managers***

Managers are responsible for:

- Leading by example and promoting inclusive behaviours
- Applying this policy fairly and consistently
- Supporting reasonable adjustments
- Ensuring concerns are addressed promptly and appropriately

### ***Roles and Responsibilities – HR***

HR is responsible for:

- Maintaining and reviewing this policy
- Providing guidance and training
- Monitoring outcomes to identify and address potential inequality

### ***Raising Concerns***

Any individual who feels they have experienced or witnessed discrimination is encouraged to raise this as early as possible. Concerns may be raised via:

- Line management
- HR
- Grievance procedures
- [Harassment and Bullying policy](#)
- [Speak Up](#) policy
- [Speak up hub](#)

All concerns will be taken seriously and handled sensitively, and any individuals that raise concerns in good faith will not suffer detriment as a result.

### ***Monitoring and Data Protection***

To understand how effectively this policy is working and to help us improve equality of opportunity, we may monitor recruitment, promotion, training and employment data.

Monitoring may include the collection of information relating to protected characteristics. This information will:

- Be handled confidentially
- Be used only for lawful and legitimate purposes
- Be processed in accordance with UK GDPR and data protection legislation
- Be handled in accordance with our [Privacy policy](#)

Monitoring outcomes will be reviewed regularly and used to inform positive, lawful improvements to our people practices.

*This policy is reviewed annually by the UK HR Department to ensure it remains legally compliant, effective and aligned with our values.*

*This policy applies to all employees, workers, agency workers, contractors and job applicants across Kiwa UK Group and its direct or indirect subsidiaries, including (but not limited to):*

- *Kiwa Limited*
- *IFC Group Limited*
- *Product Compliance Specialists Limited*
- *BASEC Group Limited*



**Sarah Grant - CEO**