

Equal Opportunities Policy for Kiss the Fish Ltd
83 Victoria St SW1H 0HW
www.kissthefish.net

Kiss the Fish is committed to an 'effective' working Equal Opportunities Policy. The policy covers both employment practice within the company and the provision of training and consultancy to other organisations and individuals.

Purpose of the Policy:

The aim of the policy is to ensure:

- Fair recruitment and selection
- Equal access to professional development and training
- Equitable terms and conditions of employment
- Appropriate provision of services for different sections of the community
- Roles and Responsibilities
- To ensure the policy operates effectively it's crucial that various roles and responsibilities are allocated and understood by everyone at KTF.
- Management – To have a strategic and proactive role in ensuring that the general principles of the policy are incorporated into objectives and that all employees and customers are treated fairly.
- The Managing Director holds overall responsibility for the communication and implementation of the policy.
- Staff and Contractors – Will abide by the policy and treat one another and our clients with respect.

Acts which have been applied to the policy:

- Disability Discrimination Act 1995
- Equal Pay Act 1970 (2003)
- EU Employment Directive 2003, EU Age Employment Directive 2006
- Gender Recognition Act 2004
- Race Relations Act 1976
- Sex Discrimination Act 1975 (2003)



Policy Statement

- Fair recruitment and selection
- We view any sort of discrimination as totally unacceptable.
- We have a formal Equal Opportunity policy which applies to all our employment practices and procedures. Any breaches of policy will result in disciplinary procedures being initiated and if necessary disciplinary action being taken.
- Any agencies carrying out recruitment on our behalf will be made aware of our policy and this will be available for all those applicants wishing to gain employment with KTF.
- Any contractors carrying out work on our behalf will be made aware of their responsibilities to uphold our Equal Opportunities Policy.
- We will maintain a 'neutral working environment' which will encourage fairness at all times and an environment which allows all employees to work freely and without fear of bullying and intimidation.
- New Job Descriptions will be revised to ensure that they are in line with our equal opportunities policy.
- We will not advertise job vacancies in media outlets who recruit from specific groups.
- Everyone who applies for a job at KTF will be considered solely on their ability to do the job.
- Any individuals involved in the recruitment process will constantly be reviewing their selection criteria.
- The interview panel will do their utmost to ensure interview questions are relevant to the job requirements.
- No selection decisions will be influenced by any perceived prejudices of colleagues.

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Equal Access to Professional Development and Training

- All staff will have access to training which will enable them to do their job to the best of their ability.
- All staff will be actively encouraged to further their professional development.
- Wherever possible training will be offered to those individuals and groups who are competing for jobs and promotion within KTF. However all recruitment will be made strictly on merit.
- Behaviour - We view any sort of harassment as unacceptable and will actively encourage the maintenance of a 'neutral working environment'.
- Our equal opportunities policy is circulated amongst all our staff with the intention that all staff are made aware of what is acceptable and what is not.
- A 'working' equal opportunities policy will empower any member of staff with the means of redress.

Monitoring

In order to ensure the effective operation of the equal opportunities policy a record will be kept of all employees, delegates and job applicants. This information will be restricted to senior management and will not be used for any purpose, other than to monitor the effectiveness of KTF's equal opportunities policy.

Monitoring will involve:

- The collection of information regarding the race in terms of ethnic/national origin and sex of all employees, delegates and job applicants.
- Recording the recruitment, training and promotional records of all employees.
- The monitoring procedure will be reviewed at regular intervals and adjusted if deemed necessary.
- Availability of Policy - The policy will be available through the company website and hard copies will be available on request.

