

Equality, Diversity and Inclusion Policy



Introduction

At **Kapachim** we understand the importance of having a culture that values Diversity, Equity and Inclusion as a critical ingredient for increasing innovation, enhancing our resilience, sustainability and reputation. We are committed to promoting a diverse and inclusive organizational culture that enables individuals and teams to thrive and do their best through effective collaboration and participation. We take pride in ensuring a fair, inclusive, socially responsible environment that can help people, regardless of identity, background or circumstance, to access work and develop knowledge, skills and abilities critical to their personal development and well-being.

This Policy applies to the entire organization, including the governance body, leaders, workforce and recognized representatives, and other stakeholders. It sets the fundamental prerequisites for E,D&I, associated accountabilities and responsibilities, actions, measures and expected outcomes. It also applies to the human resource management life cycle, delivery of products and services, supply chain relationships, and relationships with external stakeholders ensuring equity, fairness and equality. It is intended to help **Kapachim** achieve D&I objectives, evaluate the impact on people, communities and society, and meet sustainable development goals.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

Our organization is also committed against unlawful discrimination of customers or the public.

Vision

A thriving, fair and diverse organization working together respectfully to make a difference to each other and in the world.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. Not unlawfully discriminate under the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - parental leaves
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

Our commitments

The organization commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
2. Create a working environment free of bullying, harassment, victimization and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognized and valued.
This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organization provide equal opportunities in employment, and prevent bullying, harassment, victimization and unlawful discrimination.
All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimization and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.
3. Take seriously complaints of bullying, harassment, victimization and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organization's work activities.
4. Such acts will be dealt with as misconduct under the organization's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
5. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
6. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilized to maximize the efficiency of the organization.
7. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
8. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
9. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with all employees at **KAPACHIM**.

Our disciplinary and grievance procedures

Details of the organization's grievance and disciplinary policies and procedures can be found at **KAPACHIM** which include the designated person responsible for receiving employee's grievance.

Use of the organization's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.