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## Documentation Extract

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#### Sections Extracted:

Section 7 – Equal Opportunities

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5.3. Human Resources Policies and Procedures

#### NB:

**Extract Cover Sheet Must Remain with Extract**  
**Extracts are Uncontrolled Documents and are only Valid at Point of Submission**  
**Where Possible an Extract should be Read in Conjunction with the Parent Document**



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## 7 Equal Opportunities

### 7.1 Statement of Intent

Kibble aims to be an equal opportunity employer, and this policy sets out ways to achieve that purpose.

The Centre recognises its legal obligations in employment under the Equality Act 2010, the Rehabilitation of Offenders Act 1974, and the Employment Rights Act 1996.

This policy covers all employees, volunteers and service users of the Centre.

The Centre acknowledges that we live in an unequal society in which many people face discrimination. As an organisation committed to the defence of human rights and social justice the Centre recognises the need for it to take a pro active role in promoting fairness, social justice and equality of opportunity.



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The main areas in which individuals and groups can be discriminated against include:

- Recruitment and

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business, i.e. that it is 'a proportionate means of achieving a legitimate aim'. A legitimate aim might be any lawful decision an organisation makes in running its business, but there is a discriminatory effect. For example where the sole aim is to reduce costs it is likely to be unlawful.

Being proportionate really means being fair and reasonable, including showing that an organisation has looked at 'less discriminatory' alternatives to any decision made.

If you are basing decisions on additional requirements or conditions that are outwith the agreed job description, be very careful, as you may be guilty of <sup>likely</sup> A



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## 7.4 Recruitment

The principle for all job appointments is to find the best person for the post. As such, detailed job descriptions are drawn up for each job (full or part time or temporary), that give a clear guide to the role of the post and

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The working environment, terms of service or rate of pay of any employee shall be determined solely with reference to his/her qualifications, experience, the job role undertaken, and the conditions enjoyed by other staff of the same grade. No protected characteristic shall be used as a pretext or motivation to treat an employee in any way differently from his colleagues.

Employees who refuse to observe and implement their individual and collective responsibilities and who wilfully breach the policy will have sanctions applied under the Disciplinary Procedure set out in staff contracts and the Disciplinary and Grievance Policy; this may result in dismissal.

The Centre will not tolerate harassment of employees by other employees, volunteers or service users.

### 7.6 Training

All employees and volunteers shall be entitled to training or career development

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derogatory comments and stereotyping of individuals, the display of offensive material, isolation or non co operation at work and exclusion from social activities.

This section does not apply to political views or opinions, unless these views or beliefs can be considered similar to a religious belief. However, in line with Kibble's values of mutual trust and respect, management would expect all employees to respect the rights of individuals to hold views contrary to their own and with which they may not agree.

### 7.9.7 Harassment on Grounds of Trade Union Membership or Non Membership

Under the Trade Union and Labour Relations (Consolidation) Act 1992, employees have the right not to be dismissed for being a member of a trade union or refusing to take out such membership. In addition, employees have rights not to be dismissed for taking part in trade union activities at an appropriate time.

It therefore follows that employees should not be harassed for similar reasons. Further, while management fully recognise the benefits trade union membership brings to employees and would encourage all employees to join the appropriate trade union, management will not and would not expect others to pressurise employees into joining a trade union or other group against their wishes. In addition, no employee shall be victimised or discriminated against for joining a trade union, for declining to join a trade union or other association, or for taking part in legitimate trade union activities.

### 7.10 If You Are Bullied or Harassed

Make the Person Aware of your Feelings

If you are subjected to conduct or behaviour that you feel is offensive or unacceptable and which you regard as bullying or harassment, it is important that you make your feelings known to the person whose actions have caused these feelings. In many cases, they may be unaware of the impact their words or actions have had and, once the issue has been raised with them, this is often enough to modify their conduct towards you. You should state clearly that you find their behaviour unacceptable, that it must stop and, if appropriate, set boundaries for future contact. Ideally, this should take place as soon as possible after the incident and a note should be kept detailing the discussion.

If you are uncomfortable doing this face to face, you could write a letter (keeping a copy yourself) or ask a colleague to speak to the person on your behalf.

However, management realise that due to the effects that bullying and harassment can have over a prolonged period, individuals may not wish to confront the person directly, particularly where the behaviour is felt to be malicious and intended to have the effect of destroying an employee's confidence and self belief.

#### 7.10.1 Involving Management

In such cases, you should approach your line manager, either directly or through the supervision process to raise the issue. All such complaints will be taken seriously and will be fully investigated. Your line manager may arrange to meet informally with the person whose behaviour is causing offence and discuss with them the effects of their behaviour and the consequences of this being repeated in future. Where the line manager feels that the conduct is of a serious and/or malicious nature, he or she may recommend to senior management that this is investigated and dealt with under the disciplinary procedure. There may also be cases where no complaint is made by an employee, however, a line manager may sense that there is an issue and begin an investigation of their own accord.

If you are uncomfortable about approaching your line manager, or if your line manager is the source of the bullying or harassment, you should contact the relevant senior manager or discuss the situation with the HR





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### 7.20 Employees' Responsibilities

Employees have a personal responsibility for the practical application of equal opportunities initiatives. The co operation of all employees will be needed for the Centre to make real progress in this area. In everyday ways we can all contribute to an improved working environment, for example by not making assumptions about people based on their sex or their ethnic background, by challenging those who express prejudice, and by making suggestions to managers about how