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**EQUAL OPPORTUNITIES POLICY - STAFF**

**KIDSIZE CLUB LTD. PRIDES ITSELF IN PROVIDING EQUAL OPPORTUNITIES FOR ALL OF ITS EMPLOYEES REGARDLESS OF DISABILITY, RELIGION, SEXUAL ORIENTATION, CULTURE, GENDER, ETHNIC ORIGIN, COLOUR, CLASS OR AGE.**

Kidsize Club Ltd. is an equal opportunities employer. Kidsize prides themselves in providing equal opportunities for all of its employees and children regardless of disability, religion, sexual orientation, culture, gender, ethnic origin, colour, class or age.

**Protected Characteristics**

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, because they are perceived to have a Protected Characteristic or because they are associated with someone who has a Protected Characteristic, in particular but not only, in relation to:

* Recruitment and selection
* Promotion, transfer and training opportunities
* Benefits, terms and conditions of employment
* Grievance and disciplinary procedures
* Termination of employment including redundancies
* Conduct at work
* Procedures ensure fair and equitable treatment in relation to admission and assessment of students

**Implementation**

Kidsize Club Ltd. with the assistance of the staff will:

* Break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit
* Advertise vacancies and ensure job selection criteria are appropriate for the job.
* Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary.
* Ensure that all members of staff are fully informed and trained on this Policy.
* Existing procedures are reviewed and examined to ensure they are not discriminatory in their operation

**Recruitment and Selection**

Kidsize Club Ltd. is committed to achieving and maintaining a workforce which represents the population within our recruitment areas in terms of race, colour, nationality, national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age and disability (together known as “Protected Characteristics”).

**Disability**

If you are disabled or become disabled, Kidsize Club Ltd. encourages you to tell us about your condition so that we can support you as appropriate.

A disability will not of itself justify the non-recruitment of an applicant for a position. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability.

If you experience difficulties at work because of your disability, you may wish to contact the Company Director (Corinne Millar) to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your Company Director may wish to consult with you and your medical advisor about possible adjustments and you may be required to give your consent to a report being produced about your state of health and ability to perform your duties. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

Kidsize Club Ltd. will make such adjustments to work arrangements or the premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign and flexible hours.

Where during the course of their employment a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or premises, he or she should discuss this requirement with the Company Director.

**Harassment & Bullying Policy**

Harassment of any kind is not accepted at Kidsize Club Ltd. as detailed in Kidsize’s Harassment & Bullying Policy.

**Monitoring of the policy**

Equality of opportunity will be reviewed regularly. We commit ourselves to take positive steps to examine our policies and practice and to change them where necessary.

The effectiveness of the above policy and our practice will therefore be evaluated every two years. This will be done every two years by the Company Director in consultation with the whole Kidsize Club Ltd. staff and attendees.

**Updated March 2020**