

Equal Opportunities Policy (2025)

1. Policy statement

Kew Computers Ltd is committed to providing a workplace where everyone is treated fairly, with dignity and respect. We do not tolerate discrimination, harassment, or victimisation in any form. We promote equal opportunities in all areas of employment and service delivery.

2. Legal framework

This policy is aligned with the **Equality Act 2010** and protects individuals from unfair treatment on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

3. Recruitment & selection

We will:

- Advertise roles fairly and inclusively
- Base all hiring decisions solely on skills, qualifications and merit
- Use role descriptions and criteria that reflect genuine job requirements only
- Ensure all applicants are treated consistently and without bias.

4. Employment practices

We will:

- Allocate work, responsibilities and opportunities fairly
- Make reasonable adjustments for disabled employees or applicants
- Ensure training, progression and promotion decisions are based on merit.
- Treat part-time, fixed-term and full-time employees equally and fairly.

5. Training & awareness

All employees will be made aware of this policy and are expected to support and uphold it. Relevant training may be provided to ensure good practice in equality, diversity and inclusion.

6. Complaints & grievances

- Any employee who believes they have been discriminated against, harassed or victimised is encouraged to raise the matter through the company's grievance procedure
- Acts of discrimination or harassment may lead to disciplinary action.

7. Responsibility

Overall responsibility for this policy lies with senior management. All employees, contractors and representatives are expected to follow the policy and help create an inclusive, respectful working environment.

Reviewed annually – Kew Computers Ltd (2025)