



EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Kaizen Workforce Solutions provides equal opportunities to all employees and applicants for employment in access to employment, conditions of employment, training or experience for or in relation to employment, promotion and other employment decisions without discrimination on grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of ethnic community.

Kaizen Workforce Solutions reserves the right to implement positive action programmes in accordance with the Employment Equality Acts 1998 and 2004 and to invoke exemptions allowed for under these Acts, including, but not limited to, taking action to comply with the Employment Permits Acts 2003 and 2006, the Protection of Young Persons (Employment) Act 1996, the National Minimum Wage Act 2000 and the Redundancy Payments Acts 1967 - 2003.

ELIGIBILITY

The Equal Opportunities and Diversity Policy and the procedures contained within apply to all employees of Kaizen Workforce Solutions.

DEFINITIONS

Under employment equality legislation, it is illegal to discriminate directly or indirectly on pay or non-pay issues on any of the following nine grounds:

1. Gender
2. Age
3. Disability
4. Family Status
5. Sexual Orientation
6. Marital Status
7. Race
8. Religion
9. Membership of the Traveller Community

GUIDELINES

In employment, the Kaizen Workforce Solutions aims to:

- Ensure that all applicants for employment are treated fairly on the basis of their merits, abilities, qualifications and suitability for the role
- Ensure that all employees are trained, appraised, given access to relevant work experience, promoted and otherwise treated on the basis of their relevant merits, qualifications, abilities and experience
- Establish and maintain appropriate mechanisms whereby employees or applicants who feel that they have been unfairly treated can have their complaints investigated
- Integrate principles of equal opportunities and practical examples of their application into all training programmes for staff with managerial responsibilities
- Maintain and develop programmes to accommodate disadvantaged staff or staff with disabilities, adjusting the work environment and procedures where necessary and appropriate
- Ensure that this policy is made known to all employees.

RESPONSIBILITIES AND RESOURCES

All staff are responsible for ensuring that they are familiar with and comply with the Kaizen Workforce Solutions Equal Opportunities and Diversity Policy and that equal opportunities principles are respected.

All persons involved in decision-making are accountable for ensuring that the workplace environment is safe and free from discrimination on the grounds covered by this policy.

Any individual with a concern, grievance, or complaint of discrimination or retaliation under this policy should utilise the appropriate procedure engaging Kaizen Workforce Solutions HR Department in the initial instance.