



Holden Knight Healthcare Ltd

Equality, Diversity & Inclusion Statement

Human Resources v1.2 November 2026

Review Date: November 2026



Equality, Diversity & Inclusion Statement

1. Statement of Policy

- 1.1 The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce.
- 1.2 We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.
- 1.3 We recognise that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedure, we have made the decision to adopt a formal policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.
- 1.4 The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the basis of their gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age (the protected characteristics).
- 1.5 We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
- 1.6 The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

2. Recruitment & Selection

- 2.1 We aim to ensure that no job applicant suffers discrimination because of any of the protected characteristics above. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate.
- 2.2 Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of HR. For example:
 - Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments);
 - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment;
 - Positive action to recruit disabled persons;
 - Equal opportunities monitoring (which will not form part of the decision-making process).
- 2.3 Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- 2.4 Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any person specifications.

- 2.5 We will adopt a consistent, non-discriminatory approach to the advertising of vacancies and take steps to ensure that our vacancies are advertised to a diverse labour market where practicable.
- 2.6 All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- 2.7 All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- 2.8 Short listing and interviewing will be carried out by more than one person where possible.
- 2.9 Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- 2.10 We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- 2.11 Selection decisions will not be influenced by any perceived prejudices of other staff.

3. Training and Promotion

- 3.1 Staff training needs will be identified through regular appraisals. All staff will be given appropriate access to training to enable them to progress within the Company and all promotion decisions will be made on the basis of merit.
- 3.2 Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.

4. Monitoring

- 4.1 We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
- 4.2 Monitoring may involve:
 - (a) the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
 - (b) the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
 - (c) recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
- 4.3 The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.