

POLICY: EQUITY AND EQUAL EMPLOYMENT OPPORTUNITY

1. BACKGROUND

The purpose of the Kenya Lifesaving Federation's (KLF) equity policy is to Set out strategies for dealing with issues of **social justice, equal opportunity** and **Discrimination**. The equity policy is to be read in conjunction with the KLF Grievance Policy and Anti- Harassment Policy.

2. AIM

The aim of KLF's equity policy is to promote an environment in which all individuals are treated with respect and dignity, ie. "Each individual has the right to participate in an equitable environment which is free of discriminatory practices." The issues of **social justice, equal opportunity** and **discrimination** are important to KLF and the awareness of them will be promoted throughout the organization in Support of the KLF Code of Conduct.

2.1 KLF believes:

i. **Social justice** is about ensuring all people - whether members of KLF or the community - receive a "fair go".

ii. **Equal opportunity** is about ensuring every person is treated the same and has a similar chance to participate or receive KLF services and products. Equal opportunity strategies also permit the development of special initiatives designed to overcome the results of long-term discrimination suffered by certain groups.

iii. KLF views any form of **discrimination** as serious and something which must be eliminated.

Discrimination can be both direct or indirect. In simple terms that means someone may be treated less favorably than someone else due to a particular characteristic, or, they may be treated less favorably because they cannot comply with a condition or policy with which a group of others can comply who do not have the characteristic.

KLF will endeavour to ensure that men and women, boys and girls, people of different races, religions, ages and abilities participate equally in all aspects of KLF without prejudice or discrimination.

Equal Employment Opportunity (EEO) is about: • Fair practices in the workplace • Management decisions being made without bias • Recognition of and respect for the social and cultural backgrounds of all staff and customers • Employment practices which produce staff satisfaction, commitment to the job and the delivery of quality services to customers • Improving productivity by guaranteeing that: * the best person is recruited and/or promoted; * skilled staff are retained; * training and development are linked to employee needs and customer needs; * the workplace is efficient and free of harassment and discrimination. EEO aims to ensure fair outcomes in all areas of employment including: • Recruitment • Training and Development • Promotion • Transfer • Access to information • Supervision and management of staff • Conditions of employment

RIGHTS AND RESPONSIBILITIES

As a Staff Member

You have the right: • To the opportunity to be selected for promotion on merit; • To choose an individual career path; • Of access to all appropriate benefits and conditions; • Of access to a grievance resolution process and to be free from harassment in the workplace. You have the responsibility: • To work to your full capacity; • To recognize the skills and talents of other staff members; • To respect cultural and social diversity among your colleagues and customers.

As a Supervisor/Manager

You have the rights and responsibilities of staff members and you also have additional **responsibilities**. These are to ensure that the procedures and policies implemented in your work area will result in fair outcomes and work productivity. You have to ensure that, for staff in your work area: • the work environment is free from all forms of harassment; • staff are provided with information that will assist them to carry out their duties; • all staff members have an equal opportunity to: * increase skills to meet work demands * attend training courses; * act in higher duties; * participate in job rotation schemes; * apply for all available jobs. The Kenya Lifesaving Federation supports the philosophy of Equal Employment Opportunities and undertaken by: THE KENYA GOVERNMENT.

APPROVED BY KLF NEC 10 OCTOBER 2008

REVIEWED ON MAY 2015

BY JOB KANIA

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