

KODECO CODE OF CONDUCT

EQUAL OPPORTUNITIES POLICY

Policy Statement

Kodeco is an equal opportunities employer committed to fair and non-discriminatory practices. This policy applies equally to employees and contractors. We are adamant to eliminate workplace sexual harassment and to uphold employment law in the treatment of staff and the consequences of breaking these rules. Our Equal Opportunities Policy is overseen by the Chairman and reviewed with our legal counsel.

Awareness of the laws

As many laws surround recruitment and treatment of staff. We will not tolerate gender bias in salaries; sexual discrimination based on sex or marriage; racist practices; bias against disabled people; discrimination against recruits on the basis of age . We are committed to keep ourselves aware of relevant laws at all times.

Recruitment Adverts

We will ensure that our recruitment advertising does not artificially exclude certain applicants, other than by their ability and experience. We recognise that not only is specifying a certain gender or race discriminatory, it is also counter-productive in ensuring our business attracts the best possible talent.

An open mind on abilities

It is important to us not to become set on one ideal model for employees. For example, disabled employees may not be able to undertake tasks exactly the same as colleagues, but with a few simple modifications, they could become our most valuable employees.

Pregnancy not a barrier

Pregnant staff will be allowed paid time off for antenatal care and will not be dismissed because of their pregnancy. We recognise that it is short-sighted to drive away talented women due to concerns we will suffer from their maternity leave. We will consider flexible working arrangements. Where some employees are more productive working from home, we will offer them the means to contribute before they return.

Investing in our people

As an honest and ethical operator we will always do our best to invest in our people who are our most valuable asset.

Audit your pay

We will conduct regular reviews of pay structures to iron out any gender bias.

Investigate a formal grievance procedure

We take employee grievances seriously. If a member of staff does have a complaint, we shall implement a comprehensive and transparent grievance and disciplinary procedure that is rigorously followed.

Accessibility

We shall make our workplaces and services user-friendly to disabled customers and staff.