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ISSUE No: 0

Date: 10/02/2020

TITLE: Equality and Diversity Procedure

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1.0. INTRODUCTION

We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

The trustees have particular responsibility for implementing and monitoring the Equality and diversity policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

All trustees, employees, volunteers, will be treated fairly and with respect. Selection for employment will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the charity.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our organisation as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with trustees, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the organisation.



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2.0. OUR COMMITMENTS

2.1. Our Commitment as an Employer

The Charity is committed to:

- Creating an environment in which individual differences and the contributions of our staff are recognised and valued.
- Every trustee, employee, volunteer is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Providing training, development and progression opportunities to all staff.
- Understanding equality in the workplace is good management practice and makes sound business sense.
- Reviewing all our employment practices and procedures to ensure fairness.

2.2. Our Commitment as a Service Provider

The Charity is committed to:

- Providing services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- Making sure our services are delivered equally and meet the diverse needs of our service users.
- Monitoring and reviewing this policy annually.
- Having clear procedures that enable our service users, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- Treating breaches of our equality and diversity policy as misconduct which could lead to disciplinary proceedings.



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3.0. EQUAL OPPORTUNITY POLICY STATEMENTS

3.1. Age

We will:

- Ensure that people of all ages are treated with respect and dignity.
- Ensure that people of working age are given equal access to our employment, training, development and promotion opportunities and
- Challenge discriminatory assumptions about younger and older people.

3.2. Disability

We will:

- Provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities.
- Challenge discriminatory assumptions about disabled people and
- Seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation.

3.3. Race

We will:

- Challenge racism wherever it occurs.
- Respond swiftly and sensitively to racists incidents and
- Actively promote race equality in the organisation.

3.4. Gender

We will:

- Challenge discriminatory assumptions about women and men.
- Take positive action to redress the negative effects of discrimination against women and men.
- Provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.



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3.5. Sexual Orientation

We will:

- Ensure that we take account of the needs of lesbians, gay men and bisexuals

3.6. Religion or Belief

We will:

- Ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible and
- Respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

3.7. Pregnancy or Maternity

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity.
- Challenge discriminatory assumptions about the pregnancy or maternity of our employees and
- Ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

3.8. Marriage or Civil Partnership

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- Ensure that no individual is disadvantaged and that we take account the needs of our employees' marriage or civil partnership.

3.9. Equal Pay

We will ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.



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AUTHORISATION

The authority for amendment of this procedure is the responsibility of the Trustee/Chairperson and the HR representative for the company and issue of this procedure is vested in the Trustee/Chairperson.

PREPARED BY:

APPROVED BY:

C Pappoe Trustee/Chairperson

C Pappoe Trustee/Chairperson

D Gilbert Trustee/Secretary

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