

Equality in Employment Policy

Policy Title:	Equality in Employment
Supersedes:	Equality in Employment Policy
Description of Amendment(s):	New Policy
This policy will impact on:	All Staff
Financial Implications:	
Policy Area:	Human Resources
Version No:	1.0
Author:	Senior HR Business Partner
Effective Date:	August 2019
Review Date:	August 2022

Uncontrolled copy when printed

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1. Policy Statement

The Company values diversity. We understand that people can experience discrimination and prejudice in their lives. This is something that we want to change. We want to be an organisation that is achieving equality in employment and service delivery, and promoting equality and diversity in our communities.

We have a set of agreed equality objectives and we want to promote universal engagement and community resilience by championing equality and diversity.

The Company recognises that promoting equality, diversity and inclusion will improve services for everyone and equality to be an integral part of the way the Company works by putting it at the centre of everything that we do. We are committed to celebrating diversity and promoting equality and inclusion – as an employer, in the services we provide, in our partnerships, and in the decisions that we make.

The Company is committed to ensuring all employees, customers and potential employees receive equal treatment regardless of age, sex, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sexual orientation or caring responsibility. This means that the application of the Company's policies may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

The purpose of this policy is to set out the Company's commitment and approach to equality in respect of its role as an employer and the avoidance of discrimination.

The Company is committed to supporting the Health and Wellbeing of employees and as such has signed up to the Time to Change pledge. In addition, we provide a number of events/ services to support your Health and Wellbeing, including, but not limited to;

- Employee Assistance Programme
- On-site Occupational Health
- Early Access to Physiotherapy
- Annual Health Checks
- Employee Recognition Programme

2. What you can expect from the Company

We will:

- Seek to ensure that your mental health and wellbeing is always treated as a priority, and make sure that you are supported if you are facing such issues.
- Take all reasonable steps to promote a workplace that is free from bullying harassment and victimisation and that you are treated fairly and consistently. In particular, we will not tolerate instances of inappropriate behaviour or less favourable treatment on the basis of a person's age, disability, gender reassignment, marital or

civil partner status, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

- Respect the confidentiality of all information relating to your personal circumstances in line with HR practice and data protection legislation.
- Recognise that people can have more than one protected characteristic, and that there are other vulnerabilities that people can be discriminated against; and we will work to prevent all forms of discrimination.
- Support the wider equality, diversity and inclusion agenda to ensure equality of opportunity in employment for all to improve public services.
- Ensure that managers receive training to enable them to understand and support their staff on behalf of the Company and this is properly recorded.
- Provide training and regularly review training needs to ensure that you understand and promote equality of opportunity and anti-discriminatory practice in your work.
- Listen, respond and act appropriately and in a timely manner when you tell us about something that is inappropriate or wrong.

3. Your Responsibilities

We expect you to:

- Treat colleagues and residents with respect and work co-operatively with colleagues.
- Assist the Company to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination by following and adhering fully to policies, procedures and good practice.
- Undertake equality, diversity and inclusion training as required
- Tell your manager if you see or experience anything that is inappropriate or wrong so that the issue or your complaint may be properly investigated in a timely manner and, if appropriate, action taken. And in the event that you are not satisfied with the outcome and response from your manager, you should refer the issue to your Business Manager.
- Act reasonably and co-operate with the terms of the policy.

4. Equal Opportunities in Employment

The Company is committed to promoting equal opportunities in all aspects of employment including recruitment, promotion, training opportunities, pay and benefits, disciplinary processes for redundancy decisions.

4.1. Recruitment and Selection

Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job.

Selection criteria and procedures will be regularly reviewed to ensure that individuals are selected and promoted on the basis of their relevant merits and abilities.

Candidates for employment or promotion will be assessed objectively against the relevant person specification/job description, taking into account any reasonable adjustments that may be required for candidates with a disability.

If you are involved with recruitment and selection, you have a responsibility to ensure that you have received the appropriate training to enable you to act in a fair and lawful manner and to ensure that no unlawful act of unfair discrimination occurs. Please refer to the Recruitment Policy and Procedure for more information on the recruitment and selection process.

5. Equality, Diversity and Inclusion at Work

The Company has procedures in place to protect you from any kind of discrimination (whether direct or indirect) bullying, harassment, victimisation or disability discrimination. If you are subjected to unlawful or unacceptable discrimination in the course of your employment you will be fully supported, and you may raise a complaint with your line manager or make use of the Grievance (incorporating Dignity at Work) procedure which is available on Ansanet, from your line manager or Human Resources.

We will:

- Provide facilities and flexible working solutions to enable you to combine your work and outside responsibilities and interests.
- Monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs, and the number of people with protected characteristics within these groups. We will also consider and take any appropriate action to address any problems that may be identified as a result of the monitoring and evaluation process.
- Develop links with community groups and organisations as a means of widening employment opportunities.

The Company also has a fair pay structure, flexible and work life balance policies and procedures available to help to support and value you (including if you are a parent or carer), as well as established consultative and negotiating links with the trade unions and the opportunity for you to join a trade union.

6. Time to Change Pledge

As part of our commitment to care for your health and wellbeing, the Company has signed up to the Time to Change pledge. This signals our commitment to changing how we think and act about mental health in the workplace and make sure that employees who are facing these issues are supported.

7. Training

The Company will provide you with training to help you to understand your rights and responsibilities under dignity at work, and what you can do to help create a working environment that is free of bullying, harassment and victimisation.

The Company will also provide training in equality, diversity and inclusion to managers and others likely to be involved in recruitment or other decision making where these issues are likely to arise.