

THE ABBEYFIELD FERRING SOCIETY LTD POLICY & PROCEDURE/GOOD PRACTICE GUIDELINES

Policy Ref:	AF025	Effective date:	February 2017
Owner:	Abbeyfield Ferring Society	Review date:	February 2019

Title:	Equality and Diversity
<p>1. Background</p>	<p>The Equality Act 2010 protects people from discrimination in the workplace and in wider society. The Equality Act 2010 provides protection against discrimination on the grounds of:</p> <ul style="list-style-type: none"> • Age • Disability • Gender Reassignment • Marriage and Civil Partnership • Pregnancy and Maternity • Race • Religion or Belief • Sex • Sexual Orientation <p>The principles set out in this Policy apply to the treatment of people across all sectors of Abbeyfield Ferring Society, which includes all current and potential residents and service users, their relatives and advocates, employees, volunteers, trustees, contractors and all other third parties.</p>
<p>2. Objectives</p>	<p>Abbeyfield is proud to be a diverse organisation and seeks to promote the recruitment, development and retention of a diverse workforce and undertakes to ensure equality of treatment for all employees.</p> <p>Abbeyfield Ferring Society aims to provide a working environment that values cultural diversity and treats people with fairness and respect in order to maximise their talents and resources.</p> <p>The aim of this policy is to:</p> <ul style="list-style-type: none"> • Support Abbeyfield Ferring Society’s approach to equal opportunities • Ensure that all individuals are clear about their responsibility in supporting, promoting and protecting Abbeyfield Ferring Society’s commitment to Equality and Diversity • Prevent discrimination occurring in any aspect of our work. This applies to all aspects of employment with Abbeyfield Ferring Society which includes recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures and termination of employment • Recognise the needs of individuals and to treat each person with dignity and respect <p>This policy can be amended at any time and does not form part of any employee’s contract of employment</p>

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3. Scope	This policy applies to all Abbeyfield Ferring Society staff and volunteers
4. Policy	Roles and Responsibilities
4.1.	Executive Committee <ul style="list-style-type: none"> • Ultimate responsibility to ensure that this policy is consistently applied and monitored • Promote equality and diversity across the organisation
4.2.	Managers <ul style="list-style-type: none"> • Ensure that good practice in the area of equal opportunity is applied within their department, house and/or home • Promote equality and diversity across Abbeyfield Ferring Society • Ensure that employees are aware that discriminatory and disrespectful behaviour is unacceptable • Deal with any issues that arise, quickly and sensitively using the appropriate policy and procedure • Challenge all unacceptable practice • Ensure all employees attend appropriate training
4.3.	Employees <ul style="list-style-type: none"> • Accept personal responsibility for the application of this policy • Bring to their managers attention any examples of discrimination of which they become aware. These issues will be investigated and remedied promptly and sensitively using the appropriate policy and procedure • Respecting all colleagues, people Abbeyfield Ferring Society support and other third parties • Attend appropriate training
4.4.	Administration Department <ul style="list-style-type: none"> • Advise managers on the application of the policy • Ensure that all employees receive training in Equality and Diversity • Providing advice and guidance to managers, employees and volunteers to support them in achieving the values and principles of Equality and Diversity
4.5.	Recruitment and Selection Prospective candidates should be judged on the basis of their competencies – knowledge, skills attitudes and behaviours appropriate to the job and the criteria set out in the job description. These should be reflected throughout the whole recruitment process, from drawing up adverts to taking up references. More information can be found in the Recruitment and Selection Policy and Procedure.
4.6.	Learning and Development All employees are afforded equal access to training, development and promotion opportunities.
4.7.	Disability

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	<p>If you are disabled or become disabled, you are encouraged to tell Abbeyfield Ferring Society about your condition so that it can consider what reasonable adjustments or support may be appropriate.</p> <p>Disabled candidates should be offered adjustments to accommodate their disability at interview.</p>
4.8.	<p>Religious Beliefs Religious beliefs are respected and any requests in terms of accommodating religious practices are considered carefully and where possible will be accommodated, whilst balancing the needs of the people we support.</p>
4.9.	<p>Equal Opportunity Monitoring Monitoring is an important element of the Equalities Act, so employees and candidates will be asked to provide monitoring data which is utilised to assess how well our workforce compares with the demographics and make-up of the localities in which they are based. As an organisation we must be able to demonstrate our commitment to diversity in this way.</p>
4.10.	<p>Discrimination The following forms of discrimination are prohibited under this policy and are unlawful:</p> <p>a) Direct discrimination: treating someone less favourably because of a protected characteristic. For example, rejecting a job applicant because of their religious views.</p> <p>b) Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular protected characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.</p> <p>c) Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Dignity at Work Policy.</p> <p>d) Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.</p> <p>e) Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.</p>
4.11.	<p>Breaches of this policy</p>

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	<p>Abbeyfield Ferring Society take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Policy. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.</p> <p>If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Dignity at Work Policy. Complaints will be treated in confidence and investigated as appropriate.</p> <p>You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.</p>
5. Finance	N/A
6. Supporting Appendices	N/A
7. Linked policies	<ul style="list-style-type: none"> • Dignity at work • Disciplinary • Grievance
8. Legislation / Regulation	<p>The relevant statutory requirements are contained in:</p> <ul style="list-style-type: none"> • The Equality Act 2010 • Rehabilitation of Offenders Act 1974 • Human Rights Act 1998 <p>Abbeyfield will abide by the relevant Acts and Regulations and any subsequent amendments or additions. It will also comply with the requirements of:</p> <ul style="list-style-type: none"> • The Equality Act 2010 Statutory Code of Practice, Services, Public Functions and Associations from the Equality and Human Rights Commission. • The Statutory Code of Practice on Employment from the Equality and Human Rights Commission. • The Respect ASB Charter for Housing • The HCA Regulatory Framework
9. Review	Every 2 years, subject to any regulatory or legislative updates
10. Procedure / Guidance	N/A