

Equality & Diversity Policy

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	June 2020	V1	June 2022
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EQUALITY AND DIVERSITY POLICY

16.1 STATEMENT

Care & Repair (Leeds) is committed to the principles of equal opportunities. The aim of our Equality and Diversity Policy is to ensure that no individual is treated less favourably than another, either in employment, service delivery or committee representation based on their:

Race (including colour, nationality, ethnicity, or national origins), religion or beliefs, disability, age, gender, gender reassignment, marital or civil partnership status, sexual preference, pregnancy or maternity, parental status, domestic circumstances, class, HIV status, trade union activity, political beliefs, health, or part-time or fixed-term status.

Care & Repair (Leeds) will endeavour to identify and eliminate any unreasonable or unfair treatment, which places people at a disadvantage that may prohibit them from receiving services or obtaining employment within the agency.

This statement relates to everyone who is in contact with Care & Repair (Leeds) whilst not exhaustive this includes external service providers and/or others Trustees of the board, staff, volunteers and clients.

16.2 RESPONSIBILITY FOR IMPLEMENTATION

The Board of Trustees of Care and Repair (Leeds) has ultimate accountability for this policy. However, it is the responsibility of the Chief Executive of Care & Repair (Leeds) to implement, monitor and evaluate the policy and its delivery. The Senior Management Team (SMT) is responsible for championing and raising equality and diversity issues.

16.3 POLICY IMPLEMENTATION STRUCTURE

Care and Repair (Leeds) understands the importance of equal opportunities in relation to the effectiveness of the organisation and has in place a range of policies and procedures, which should be used in conjunction with the Equality and Diversity policy.

These policies and procedures can be found in the Employee Handbook and on Sharepoint. All Trustees of the Board and staff will be issued with the Employee Handbook and policy documents upon appointment and updated as and when necessary. Contractors will also be given a copy of the Equality and Diversity policy.

The Policy Statement shall be displayed in our office, so it is visible and accessible to staff and visitors.

The Chief Executive is responsible for ensuring that the Board of Trustees is kept informed of the policy implementation and any implications arising from and decisions relating to the policy.

16.4 STAFF OBLIGATIONS

All Staff has a responsibility for their own behaviour and to treat everyone with respect and challenge any discrimination of which they become aware. All staff should be familiar with the Equality and Diversity policy and be committed to its implementation.

16.5 SERVICE DELIVERY

- Care & Repair (Leeds) seeks to ensure and make reasonable attempts to making its services accessible to all sections of the community.
- Care & Repair (Leeds) will endeavour to take all necessary measures to conduct its activities in premises that are accessible to disabled people.

16.6 ACCESSIBLE INFORMATION STANDARD

The Accessible Information Standard aims to make sure people with an impairment, disability or sensory loss are given information they can understand, and the communication support they need. All organisations that provide NHS care or adult social care are required to follow the new standard. As part of the accessible information standard, organisations must do five things:

- Ask people if they have any information or communication needs and find out how to their needs.
- Record those needs clearly and in a set way.
- Highlight or 'flag' the person's case notes so it is clear, that they have information or communication needs and how those needs should be met.
- Share information about people's information and communication needs with other providers of NHS and adult social care when they have consent or permission to do so.
- Take steps to ensure that people receive information which they can access and understand and receive communication support if they need it.

16.7 PROCEDURE FOR DEALING WITH COMPLAINTS OF DISCRIMINATION

Our grievance and disciplinary procedures, which can be found in Care & Repair's Employee Handbook, will be used to deal with any complaints related to staff. Our Complaints policy will be used to deal with complaints about our service delivery. Our whistle-blowing policy will deal with complaints within the public interest.

16.8 MONITORING AND REVIEW

Care & Repair (Leeds) may ask clients using the services, job applicants, volunteers and trustees for information about their ethnic origin, disability, marital status, age or other personal information, but will only do this for a specific defined purpose such as collecting statistical data for funders, for research or for own monitoring to evaluate the impact of its policy. If anyone does not want to provide this information, this will not affect their right to apply for positions within Care & Repair and they will be treated as fairly as the next person.

Care & Repair (Leeds) will seek to stay informed of any developments in Equality and Diversity practice and review in line with the Agency's policy review procedures.

16.9 TYPES OF DISCRIMINATION HARASSMENT AND BULLYING

Care & Repair (Leeds) aims to promote the respectful treatment of individuals and protection from bullying, victimisation, and harassment of any nature in the working environment. As an equal opportunities employer Care & Repair (Leeds) is an organization where we provide an environment whereby, individuals have the right to be treated with respect, dignity and consideration.

Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

Indirect Discrimination

This is the application of a policy, criterion or practice which the employer applies to all employees but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- The employer cannot justify the need for the application of the policy on a neutral basis; and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

Example: A requirement that all employees must be 6ft tall, if that requirement is not justified by the position this could indirectly discriminate against employees of an oriental ethnic origin and women, as they are less likely to be able to fulfil this requirement.

Perceptive Discrimination

Perceptive discrimination is the legal term that applies when an individual is treated unfairly because it is believed that they have a certain protected characteristic under the Equality Act 2010, whether it is true. Perceptive discrimination could occur if:

- A member of staff refuses to supervise a student because they believe that he or she is transsexual.
- An employer decides not to promote a member of staff because they believe they have a disability.

Associative Discrimination

Associative discrimination is the legal term that applies when someone is treated unfairly because either someone they know or someone they are associated with has a certain protected characteristic the Equality Act 2010. Associative discrimination could occur if:

- A student, whose child has attention deficit hyperactivity disorder (ADHD), is refused access to a graduation ceremony because of fears about the child's behaviour.
- An employee is overlooked for promotion because they care for an elderly relative.

Harassment

Harassment is unwanted conduct directed towards an employee by another employee, which can be related to age, sex, race, disability, religion, sexual orientation, nationality or of a sexual nature that may be regarded as unwelcome and offensive.

Any reported cases of harassment or bullying will be dealt with under the disciplinary procedures policy which can be found in the Employee Handbook. The Prevention of Harassment and Bullying Policy is also set down in the Agency's Employee Handbook.

Victimisation

Victimisation is when someone is treated less favourably because of being involved with a discrimination or harassment complaint. Ways someone could be victimised include:

- being labelled a troublemaker
- being left out
- not being allowed to do something.

The law says victimisation means 'suffering a detriment' because you've done or intend to do a 'protected act'. A 'protected act' means acting as related to discrimination law. This includes:

- making a complaint of discrimination or harassment
- supporting someone else's complaint
- gathering information that might lead to a complaint.
- acting as a witness in a complaint
- saying something or giving evidence that does not support someone else's complaint.

The law also protects a person from victimisation when someone else thinks the person has done or intends to do any of the things above. 'Detriment' means someone experiences one or both of the following:

- being treated worse than before
- having their situation made worse.

The Extent of the Policy

The Company seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees, Trustees of the Board, staff, volunteers, clients, and placement students. The Company offers goods and services in a fashion that complies with the spirit of this Policy.

This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with the Company.

The Company reserves the right to amend and update this Policy at any time.

Review Arrangements: The Equality Diversity Policy will be reviewed after 3 years, or sooner if required by changes in legislation.

References: Employee Handbook and Agency Policies

Appendices: