



Equality, Inclusion & Diversity Policy

1. Introduction

Our vision is for the Company to be a successful, caring and welcoming place for staff. We want to create a supportive and inclusive environment where our staff can reach their full potential and care is provided without prejudice and discrimination. We are committed to a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances will be positively valued. This Policy will help us to achieve this vision.

2. Legal Responsibilities

The rights of our staff with regards to discrimination are protected by anti-discrimination legislation. By adopting this Policy, we accept our responsibility to ensure that discrimination does not take place and that everyone is treated fairly and equally.

3. Aim

The aim of this Policy is to achieve equality of experience by removing any potential discrimination towards our staff including preventing discrimination towards:

- people with disabilities
- people of different sexual orientations
- transgender people
- people of different races
- people on the grounds of their sex
- people of faith and of no faith
- people in relation to their age
- people in relation to their social class or medical condition
- people who work part-time
- people who are married or in a civil partnership
- women who are pregnant, have recently given birth or are breastfeeding

4. Putting this Policy into Practice

We aim to develop and support equality and diversity measures by:

- providing staff with information in a variety of languages, if required
- providing services that are accessible to staff with disabilities · Involving staff in the design of our services
- responding positively to the diverse needs and experiences of our staff and the community even when those needs are challenging to deal with.

5. Comments and Concerns

If you believe you have been treated in any way contrary to this Policy or you have any comments on how we can ensure that it works better, please contact either Richard Spragg or Jo Wheal. We will investigate your concerns and take appropriate action.

6. Recruitment and Selection

The recruitment and selection process is crucially important to any equality, inclusion and diversity policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with this policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because **they are** unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

7. Monitoring and Review

We will monitor the effectiveness of this Policy and the impact on all other relevant policies and practices. This review will happen when necessary and as a minimum annually.

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