

AUKKC Equality and Diversity Policy

# Equality and Diversity Policy

## Document Control Information

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2.0	Oct 2015	Policy added to MDI. Full review of content scheduled	Richard Brine
3.0	Feb 2018	Major Rewrite	Beth Colquhoun

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**CONSULTATION TRACKING SHEET**

This document must be completed and accompany the document through the final ratification and authorisation process. A copy of this sheet should be included at the front of the final published policy.

**Name of Document:** AUKKC Equality and Diversity Policy

<b>Name of person / team / committee asked to provide feedback</b>	<b>Date feedback request sent</b>	<b>Feedback received (Y/N)</b>	<b>Feedback incorporated into Policy (Y/N)</b>
Beth Colquhoun	February	Yes	Yes

**Document History and Change Record**

The following are registered holders of controlled copies of this document:

<b>Position</b>	<b>Version</b>
Business Manager (Management Representative)	2.0
Sue Baker	3.0

<b>Amendment History</b>			
<b>Version</b>	<b>Date</b>	<b>Amendment</b>	<b>Approved By</b>
2.0	Oct 2015	Document control information added	Richard Brine
3.0	Feb 2018	Revised and updated	Sue Baker

## Age UK Kensington & Chelsea Equality and Diversity Policy

### Equal Opportunities Statement

Age UK Kensington & Chelsea welcomes diversity and is committed to the promotion of equal opportunities in its service provision, volunteer activity, and in its employment and managerial practices. We will strive to ensure that no one connected to Age UK Kensington & Chelsea receives less favourable treatment than others on the grounds of ethnic background, culture, age, belief, religion, sex, sexuality, disability, class, health, marriage or civil partnership or by any condition or requirement which cannot be shown as justifiable.

The Equality Act applies sanctions where discrimination occurs in the workplace, but Age UK Kensington & Chelsea also promotes the positive benefits of equality and diversity. Producing active policies to create equality for all and training staff and volunteers so that they understand what discrimination means and that it cannot be tolerated constitutes good employee relations practice.

Through promoting equality and diversity in all that it does, Age UK Kensington & Chelsea ensures that all its people feel they are being treated fairly, and their contribution to the organisation's business objectives is valued and recognised. No service provider or user should fear coming to work or using our services, because of the threat of discriminatory behaviour.

### What is Discrimination?

Breaches of the organisation's commitment to equality and diversity can take many forms.

*Direct Discrimination* – treating a person less favourably on the grounds of their racial group, colour, ethnic or national origin, gender, pregnancy, marital status, age, disability, gender reassignment, sexual orientation (actual or perceived), religion or belief than you would treat others in the same or similar circumstances.

*Indirect Discrimination* – where an apparently neutral provision, criterion or practice puts one group of people at a substantial disadvantage to another on the grounds set out above, unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary.

*Victimisation* – where an individual is treated less favourably than others because he or she has taken action against Age UK Kensington & Chelsea under the Equality Act.

*Harassment* – when unwanted conduct related to any of the grounds referred to above takes place with the purpose or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may involve physical acts or verbal and non-verbal communication and gestures.

## **Principles and Objectives**

Age UK Kensington & Chelsea views all forms of discriminatory language and behaviour as demoralising for those who are affected, and degrading for those who indulge in it. Racist, sexist, ageist or otherwise oppressive language or behaviour is not acceptable from either service providers or users.

In order to ensure that all sections of the community benefit from the services offered by Age UK Kensington & Chelsea, it is essential that staff and management, and others involved in service provision, develop an understanding and respect for the range of needs within the community. This includes a personal commitment and responsibility to understand and accept that forms of bigotry such as racism, sexism, ageism etc. are oppressive and must be challenged. We are committed to promoting positive attitudes and implementing strategies that promote positive attitudes towards individuals and groups facing discrimination. We also acknowledge the need to be aware of discriminatory attitudes and behaviour within our daily practice and working structures, and recognise the need to explore ways of challenging and dealing with this.

In order to effectively implement its intentions in equality of opportunity, Age UK Kensington & Chelsea is committed to ensuring that all staff, Management Committee members and volunteers are aware of and identify with these aims, and will introduce measures in order to address and combat all direct and indirect discrimination. This includes promoting and encouraging awareness through training, supervision and support within the organisation.

## **Roles and Responsibilities**

### ***The Management Committee -***

- Has overall responsibility for Equal Opportunities within Age UK Kensington & Chelsea

### ***The Chief Executive –***

- Is responsible for overseeing the policy

### ***Each Service Manager –***

- Has a responsibility for promoting equality and diversity within their particular work-streams.
- Is responsible for providing advice and guidance to employees on the application of this policy and procedure
- Is responsible for making reasonable adjustments to support staff or volunteers with disabilities and other needs that are covered under The Equality Act 2010 (e.g. implementing changes to the individual's working environment where appropriate to do so, ensuring dietary requirements are met).
- Should ensure that the Accessible Information Standard is adhered to at all times, to ensure that people with a disability or sensory loss are given information in a way that they can understand.

- Should bring any mutually beneficial improvements to this policy to the attention of the Management Committee.
- Should make all staff aware of the Employee Assistance Programme offered by Age UK Kensington & Chelsea.

***Employees and volunteers at all levels –***

- Are personally responsible for the practical application of this policy, and must support the organisation in creating and maintaining an environment that promotes equality of opportunity and diversity in practice.
- It is therefore, the duty of all staff to co-operate with the measures introduced by Age UK Kensington & Chelsea to ensure equal opportunities and non-discrimination.

**All staff and volunteers must:-**

- Be familiar with and understand this policy.
- Ensure that each service user is provided with an equal service, which takes into consideration the diverse needs of the population we serve.
- Not discriminate unlawfully; e.g. as supervisors or managers or as a person responsible for selection decisions in recruitment, promotion, transfers, training etc.
- Not discriminate unlawfully in relation to any of the services we provide
- Not induce or attempt to induce other employees or management to practice unlawful discrimination
- Not victimise or attempt to victimise other employees or service users on the grounds that they have made complaints, or provided information on discrimination
- Be aware that malicious or unfounded allegations of discrimination may cause the Disciplinary Policy to be invoked
- Not harass, abuse, or intimidate other employees or service users for any reason
- Report incidents of discrimination, abuse, victimisation or pressure to discriminate to their line manager.

Should an individual feel that they are being treated unfairly or discriminated against, they are encouraged to utilise the Employee Assistance Programme, and should refer to the Complaints Policy/Grievance Policy as appropriate.

There must be no victimisation of any persons lodging a complaint on the grounds of discriminatory behaviour. All complaints will be taken seriously and, where appropriate, dealt with through relevant Age UK Kensington & Chelsea procedures.