

## **Age UK Merton Equality and Diversity Policy**

### **1. Equality Act**

Age UK Merton will encourage, value and manage diversity. We are committed to providing equality for all staff, volunteers, clients and partners.

- 1.1 We will not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation

### **2. Aims**

- 2.1 Our aim is that charity will be truly representative of all sections of society and each employee feels respected and able to give of their best. We wish to attain a workforce that is representative of the communities within Merton and which is drawn from the widest pool of talent possible.
- 2.2 All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- 2.3 We will organise our services and activities so as not to discriminate against older people or their carers on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, sex and sexual orientation. We will seek to provide access to our services to all older people according to need.
- 2.4 Age UK Merton seeks to provide services to and to represent all older people in the borough. We are committed to cooperation with groups representing minority communities and to supporting them in their provision of services for their older members.
- 2.5 We will campaign within the borough against ageism and all other forms of discrimination affecting older people, and we will collaborate with Age UK, brand partners, Forums and Friends in opposing such discrimination more widely.
- 2.6 We will ensure that publicity and information materials reflect the diversity of the community. They should display awareness of sensitivities and avoid all stereotyping.

### **3. Discrimination**

- 3.1 We are committed to eliminating discrimination and encouraging diversity amongst our workforce and volunteers.
- 3.2 We oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection

for employment, promotion, training or other developmental opportunities

#### 4. Our commitment

- 4.1 To create an environment in which individual differences and the contributions of all our staff are recognised and valued, and in which our services and access to them are arranged to avoid discrimination.
- 4.2 This commitment includes training managers, other employees and volunteers about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination
- 4.3 All staff will understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- 4.4 Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- 4.5 Training, development and progression opportunities are available to all staff.
- 4.6 We will review all our employment practices and procedures to ensure fairness.
- 4.7 Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

#### 5. Accessible Information Standard

- 5.1 All staff will ask people if they have any information or communication needs, and find out how to meet their needs.
- 5.2 We will record those needs clearly and in a set way.
- 5.3 We will highlight or flag the person's file or notes within our client management database, Charity Log, so it is clear that they have information or communication needs and how to meet those needs.
- 5.4 Where relevant we will share information about people's information and communication needs with other providers of health and adult social care, when they have consent or permission to do so.
- 5.5 We will take steps to ensure that people receive information which they can access and understand, and receive communication support if they need it.
- 5.6 We will ensure that our communications is made available in a format which meets our clients' communication needs.

**This policy is fully supported by senior management**

Date Implemented:	Future Review Dates					
	2017	2018	2019	2020	2021	2022
Date to be reviewed				√		
Date approved By Trustees	√					