



EQUALITY AND DIVERSITY POLICY

2015-2018

1. Principles and Values

As a charitable organisation, Age UK Portsmouth is committed to building and maintaining an inclusive community which recognises and values the inherent worth and dignity of every person; fosters mutual respect, sensitivity and understanding among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of excellence Age UK Portsmouth seeks to develop and nurture its diversity. Age UK Portsmouth believes that diversity among its staff, volunteers and service users strengthens the organisation. .

2. Statement of Age UK Portsmouth's Policy

- 2.1 Age UK Portsmouth's Mission and Vision are informed by its local community and its record in demonstrating the power of charitable work, both through its services and information, to transform lives. It welcomes individuals of all faiths and none and is strongly committed to equal opportunities and the maintenance of an inclusive community that:
- celebrates the inherent worth and dignity of each person;
 - fosters mutual respect, understanding and sensitivity among its members;
 - is committed to evidence-based enquiry that acknowledges freedom of thought and expression;
 - strives for excellence in every aspect of its collective life;
 - emphasises its responsibilities towards a sustainable environment and the enrichment of its local communities.
- 2.2 Age UK Portsmouth is committed to eliminating both direct and indirect discrimination to ensure that no-one is unfairly disadvantaged, either through individual action or through its policies or procedures, on the basis of race, gender, sexual orientation, ethnic or national origin, colour, age, marital status, disability, social class, political or religious belief and activities, unless those activities are contrary to the policies of Age UK Portsmouth.
- 2.3 Age UK Portsmouth strives to:
- Eliminate unlawful discrimination in its employment, service, outreach and learning environment.
 - Promote equality of opportunity to enable staff and volunteers to reach their full potential.
 - Promote good relations between all persons.
 - Acknowledge and celebrate the breadth of experience and intellectual resources that people from diverse backgrounds bring to the operation of Age UK Portsmouth.
- 2.4 Age UK Portsmouth will not tolerate any form of discrimination or abuse by staff, volunteers or anyone else connected with Age UK Portsmouth and its activities. This includes all contractual service providers and collaborative partners, who are required to meet the General Duty requirements of the Equality Act 2010 and the Race Relations (Amendment) Act 2000 in the particular functions which relate to Age UK Portsmouth.

3. Responsibilities

- 3.1 The Board of Trustees and Senior Management hold direct responsibility for ensuring that equality of opportunity forms part of the ethos of Age UK Portsmouth and is embedded in its practices and operations. The individuals concerned are expected to lead and 'champion' equality of opportunity at Age UK Portsmouth; to this end the Board of Trustees and Senior Management nominate members to take a leading role on equal opportunities within Age UK Portsmouth.
- 3.2 Every manager in Age UK Portsmouth is accountable for the effective implementation of this Policy and associated procedures and for monitoring diversity in their area of responsibility.

- 3.3 Each member of Age UK Portsmouth has a responsibility for upholding this Policy and for behaving in ways that are consistent with fair and equal treatment for all. Equality is not optional or negotiable. Each person is responsible for their own engagement with equality issues and actions, and has a duty to consider the impact of their actions to ensure that they do not have a detrimental effect on achieving equality of opportunity. This includes staff working for contract companies and those involved in collaborative activities with Age UK Portsmouth in whatever form.
- 3.4 Departmental Managers are responsible for taking a proactive role within Age UK Portsmouth in the promotion of equal opportunities at Age UK Portsmouth and act upon issues that arise. The Managers make recommendations to the Senior Management, Board of Trustees and other internal staff committees and meetings as necessary.
- 3.5 Equality and diversity is a regular agenda item for:
- Board of Trustees
 - Senior Management
 - Departmental Management
 - HR Strategy
 - Staff Support Services
 - Departmental Meetings

4. Communication

To support staff and volunteers in fulfilling their responsibilities, Age UK Portsmouth will ensure that:

- the Equality and Diversity Policy is known to all employees, volunteers and potential applicants (staff or volunteers), contractors and collaborative partners;
- appropriate training and guidance is given to those accountable for the implementation of the Policy, in order to ensure that individuals understand their responsibilities and the legal framework;
- external bodies and agencies with whom Age UK Portsmouth does business embody the same values in their treatment of Age UK Portsmouth staff and volunteers and will communicate this expectation;
- Age UK Portsmouth will review any materials in the public domain (e.g. publicity material, posters, electronic information) to ensure that they do not give offence to particular groups of staff, volunteers, service users or members of the public.

5. Monitoring and Review

Age UK Portsmouth will:

- regularly review this Policy and associated procedures and amend them as necessary;
- monitor and review regularly the application of the Policy and the implementation of associated procedures, and from the data collected analyse potential barriers or areas where positive action might be required.

6. Enforcement

Individuals should feel able to inform an appropriate person (e.g. Line Manager or Senior Management) wherever inappropriate or discriminatory practice occurs, without fear of retribution and in the knowledge that the matter will be handled effectively under Age UK Portsmouth's Staff, Volunteer or Service User complaints procedures. Age UK Portsmouth will treat any contravention or breach of this Policy very seriously and take appropriate disciplinary action wherever it is justified.