



EQUAL OPPORTUNITIES AND DIVERSITY POLICY

The purpose of this document is to outline to Staff and Volunteers how Equal Opportunities and Diversity are managed at Age UK Sheppey

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Age UK Sheppey is an equal opportunities employer and any discrimination or harassment on the grounds of colour, sex, race, nationality, religion, ethnic origin, sexual orientation, disability, marital status, domestic circumstances, trade union membership/non-membership, or age will not be tolerated.

POLICY

It is the policy of Age UK Sheppey that:

- No employee, applicant, volunteer or user of services should be subject to any form of discrimination or harassment.
- Any discrimination or harassment on the grounds of colour, sex, race, nationality, religion, ethnic origin, sexual orientation, disability, marital status, domestic circumstances, trade union membership/non-membership or age will not be tolerated.
- All employees and volunteers have training to ensure full knowledge and understanding of equal opportunities issues.
- There will be a monitoring procedure to examine the ethnic mix, age and gender of their Customers, Directors, Staff and Volunteers against the result of the latest (borough/district council) census.

DEFINITIONS

Direct discrimination is the treatment of a person or group of people less favourably than others on the grounds of race, sex etc.

Indirect discrimination is applying a requirement or condition which, whether intentional or not, adversely affects a considerable proportion of one group in the community in comparison with others, and which cannot be shown to be justified.

Harassment is any form of unwanted, unwelcome behaviour, which may range from mildly unpleasant remarks to physical violence. It is this behaviour which can make the recipient feel, humiliated, patronised or stressed. It can impair an individual's job performance, undermine their job security or create a threatening or intimidating environment, whether deliberate or unconscious and/or whether an isolated incident or a repeated action. See notes at end of Policy.

RESPONSIBILITIES

The Chief Officer has overall responsibility for the implementation and evaluation of this policy.

The Trustees of Age UK Sheppey have a legal and moral responsibility to ensure equal opportunities and a total absence of discrimination.

Those with supervisory responsibilities must be observant of those around them to ensure that there is no discriminatory activity and, if such is observed, to arrest it at the earliest opportunity.

All employees and volunteers have a responsibility not only for their own actions and behaviour, but also those of others and to bring to the attention of the Chief Executive any situation that could be construed as discriminatory or in contradiction of this equal opportunities policy.

PROCEDURE

Trustees, staff and volunteers are governed by this equal opportunities policy and must at all times treat others fairly and must regularly examine their own behaviour to ensure there is no aspect of discrimination that could be interpreted from it.

Individuals should refer to the grievance procedure if they are subject to any form of discrimination or harassment

OR

The Chief Executive, or in their absence a Trustee, should be approached if an employee has a complaint about their treatment or the behaviour of others that they believe to be discrimination or harassment. Contact may be made directly or through another member of staff of their choice.

Any complaint will be treated as highly sensitive and handled with confidentiality.

If the complaint is justified it will be dealt with according to AGE UK Sheppey's disciplinary procedure and, if sufficiently serious, the behaviour may be deemed gross misconduct which would result in instant dismissal.

Training

Awareness training will be given to all staff and volunteers at induction and periodically thereafter to remind them of behaviours which can lead others or themselves to be in breach of the Equal Opportunities Policy.

Monitoring

This policy will be monitored through the ISO 9001 reporting procedure as well as monitoring against the local census data. An Equal Opportunities Monitoring Sheet will be used for applicants for any vacancies and use of the AGE UK Sheppey Database for all other requirements.