

# **EQUALITY AND DIVERSITY POLICY**

## **Introduction**

This policy identifies Age UK Surrey's commitment to embedding equality of opportunity and valuing diversity in all its activities. Its provisions must be incorporated into all Age UK Surrey policy and practice.

All Age UK Surrey trustees, staff and volunteers have a shared responsibility to implement the policy. Age UK Surrey will only achieve its aim of promoting Diversity and Equal Opportunities as an employer and provider of services if all trustees, staff and volunteers are actively committed to the implementation of the Equality and Diversity Policy.

## **Policy Statement**

Age UK Surrey recognises and accepts its legal obligations under the Equality Act 2010. Under this Act, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation are protected characteristics. Employees, volunteers and applicants for employment who have one or more of these characteristics are protected from all forms of unlawful discrimination in the workplace, including: direct and indirect discrimination; discrimination by association; discrimination by perception; discrimination arising from disability; harassment and victimisation.

Age UK Surrey seeks to employ a workforce that reflects the diverse community at large because Age UK Surrey values the individual contribution of people irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Age UK Surrey will use its best endeavours to provide a working environment free from unlawful discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Age UK Surrey undertakes to review periodically its recruitment and selection criteria and procedures to maintain a system where individuals are selected solely on the basis of their merits and abilities.

Age UK Surrey undertakes to review its employment practices, policies and procedures, including opportunities for training and promotion, pay and benefits, discipline, selection for redundancy and retirement, to ensure that it avoids all forms of unlawful discrimination in the workplace.

All employees, volunteers and clients will be treated with dignity and respect. Age UK Surrey recognises that harassment, bullying and victimisation are

forms of unlawful discrimination and has a separate policy statement on dignity at work which deals with these issues.

Age UK Surrey will make reasonable adjustments to its recruitment and selection arrangements and procedures to ensure that no applicant for employment is disadvantaged because of a disability. Whenever reasonable and practicable, Age UK Surrey will make adjustments to retain disabled employees in its workforce. This may include making reasonable adjustments to working arrangements and practices, making changes to the physical environment and/or providing auxiliary aids and services.

Age UK Surrey will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and may be subject to the Disciplinary Policy. Age UK Surrey further seeks to give all employees equal opportunity and encouragement to progress within the organisation by implementing an Equality and Diversity Strategy.

Age UK Surrey will monitor and review the operation of this policy and will implement any changes required by law or to improve its effectiveness.

Any employee who believes that they may have been subjected to treatment that breaches this policy may raise the matter through the Grievance Policy.

## **Related Documents**

This policy should be read in conjunction with the following policies:

Equality and Diversity Strategy  
Policy Statement on Dignity at Work  
Recruitment Policy  
Recruitment and Selection Procedure  
Appraisal Policy  
Training and Development Policy  
Volunteering Policy  
Grievance and Disciplinary Policy  
Confidentiality Policy  
Complaints Policy  
Recruitment of Ex Offenders Policy Statement

## **Review**

This policy will be reviewed every three years.

<b>Issue</b>	<b>Date agreed by Board of Age UK Surrey</b>	<b>Reviewed</b>
2	5 <sup>th</sup> April 2011	April 2014
2	17 <sup>th</sup> July 2014 (no changes required)	July 2017
2	2 <sup>nd</sup> October 2017 (no changes required)	