

EQUALITY & DIVERSITY POLICY

Why We Have an Equality and Diversity Policy

Age UK Derby & Derbyshire (AUKDD) promotes the wellbeing of all older people and works to make later life a fulfilling and enjoyable experience. It recognises that every person is an individual with different needs, preferences and abilities. It aims to reflect this diversity in everything it does, including making its services inclusive and accessible to older people from all sections of the community, and attracting and retaining a diverse workforce. AUKDD believes that harnessing different life experiences, attributes and contributions from staff, volunteers and service users will make AUKDD a more effective and inclusive organisation and a better place to work.

The Policy Statement

AUKDD values diversity. By, respecting and using diversity it can maximise its impact through meeting individual needs and staying in touch with the changing societies in which it works.

Staff and volunteers recognise and fulfil their personal role in making AUKDD a genuinely inviting and inclusive organisation.

AUKDD has a commitment to diversity, which is about:

- Recognising and valuing difference
- Recognising and seeking to redress inequality and disadvantage
- Treating all in a fair, open and honest manner
- Recognising the right of volunteers, employees and service users to be treated with dignity and respect

AUKDD is committed to:

- Equality of opportunity
- Tackling discrimination and disadvantage
- Tackling harassment and intimidation
- Making its workforce and the organisation as a whole more representative of the diverse communities that make up the East Midlands
- Encouraging other organisations to adopt similar policies on Equality and Diversity

AUKDD will not tolerate less favourable treatment on the grounds of gender, gender reassignment, age, race, colour, nationality, ethnic or national origin, disability, marital/civil partnership status, sexual orientation, pregnancy or maternity, responsibility for dependents, trade union or political activities, criminal record, place of residence, religion, faith or other beliefs, health status or any other reason which cannot be shown to be justified. AUKDD believes that discrimination is wrong and should be actively opposed. Discrimination denies human dignity, a freedom for people to be themselves, and a place in a free society.

AUKDD is primarily committed to the welfare of older people and to maintaining their individual dignity and their value to society. AUKDD is also committed to a policy of Equality and Diversity in service delivery and in employment practices and will not accept discrimination in its work with and for older people.

Code of Practice

Provision of Services

AUKDD aims to deliver services throughout Derby and Derbyshire to older people who need them, without discriminating against, stigmatising or patronising older people. Every service user will be treated in a professional manner, with courtesy and respect.

Users of our services and those who take part in our activities will be informed that AUKDD is committed to an Equality and Diversity Policy so that:

- They will know a policy exists and a copy is available so as to guide all members of the organisation and others to share the commitment and code of practice of Equality and Diversity.
- All who come into contact with AUKDD will know the standards that we are trying to achieve and have the opportunity to assist us in trying to achieve them.
- They will know they have the right to complain, if they feel these standards are not being adhered to or are dissatisfied with the service provided to them.

AUKDD will make sure that its services meet the needs of its diverse communities by involving communities in identifying their needs and by seeking to meet these needs.

AUKDD will develop services to make sure there is maximum take up by all communities and particularly those groups facing disadvantage and discrimination. It will do this by:

- Providing information in plain English and use methods other than written documents to present information as appropriate,
- Offering information on request in accessible formats, including spoken community languages, large print, audio tape/CD, on DVD in British Sign Language and on the internet as appropriate.
- Accessing interpretation, translation and sign language services on request as appropriate.

Recruitment and Selection

AUKDD will ensure that recruitment practices fulfil the requirement of the equality and diversity policy.

All posts will have a job description and person specification, which will contain essential and desirable skills, qualifications and experience. Person specifications will only contain details which are required. The format for interview will be agreed before it takes place and will remain constant for all interviews for the position. All recruitment adverts will carry the statement "AUKDD promotes Equality and Diversity".

Every effort will be made to make provision for staff and volunteers with a disability through reasonable adaptations. Posts which are deemed suitable will be advertised as available for job share. Job shares may also be available to staff in suitable posts on request, and providing that a suitable job sharer may be recruited.

All staff and trustees involved in recruitment and selection will be aware of this policy and adhere to it at all times. All applicants for posts will be treated strictly on merit. As an exception, posts targeted at specific groups of people will be exempted, as allowed by legislation.

All application forms will include an optional and detachable section for equality and diversity monitoring, which will not be used as part of the selection process. The information will be individually confidential and used for assessing recruitment and advertising practices periodically.

An appointed person will be responsible for vetting, in confidence, applicants for sensitive posts; this may include Disclosure and Barring Service (DBS) checks. Reasons for the decision to appoint, or not, will be noted and kept for at least six months.

Training and Development

The Board of Trustees, staff and volunteers need to recognise and fulfil their personal role in making AUKDD a genuinely inviting and inclusive organisation. AUKDD will ensure that all staff and volunteers know about the Equality and Diversity policy and their responsibilities within it, by including it within Induction Training, and ensuring it has a high profile within our internal communications and practices.

Additional role specific training will be made undertaken to ensure understanding of and commitment to Equality & Diversity policies and procedures as appropriate.

Recording and Monitoring of Service Provision

AUKDD will monitor and review the take up of the service with records being kept of actions and decisions by trustees, staff and volunteers. Monitoring will be carried out on the basis of ethnic background, gender, age, place of residence, sexual orientation and disability. Provision of individual monitoring data will be supplied on a voluntary basis, using agreed categories.

Responsibilities

The Board of Trustees has the ultimate responsibility to provide, implement and review the policy. It is the responsibility of trustees, staff and volunteers to support the policy by ensuring that AUKDD's activities promote equality and diversity. The Chief Executive or appointed representative holds the day to day responsibility for ensuring that the policy is implemented and, in the first instance, for dealing with or taking action on disciplinary offences.

The Board of Trustees will receive a report analysing monitoring data on an annual basis, in order to retain oversight of the impact and implementation of the policy.