



Equality Policy

Dementia Active CIC recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees and volunteers to utilise everyone's skills.

Principles:

1 It is the aim of the Company to ensure that no employee, volunteer or job applicant receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief system, sex, or sexual orientation (the protected characteristics under the Equality Act 2010).

2. Our aim is that our team will be truly representative of all sections of society and each person feels respected and able to give of their best.

3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all members of the team.

4. All employees and volunteers, 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 and volunteers 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 effectiveness of the organisation in supporting people with dementia.

5. Dementia Active will not discriminate directly or indirectly, or harass the members who attend groups because of their age, disability, gender reassignment, race, religion or beliefs, sex and sexual orientation.

6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

Our Commitment:

- To create an environment in which individual differences and the contributions of all members of the team are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect for all.
- No form of intimidation, bullying or harassment will be tolerated.
- Training where required for particular roles will be available to all.
- That all members of the team should feel valued for what they do.
- We will regularly review our employment practices and procedures to ensure fairness.
- Breaches of our Equality Policy will be regarded as misconduct and could lead to disciplinary proceedings.
- The policy will be monitored and reviewed annually.

Responsibilities - The Board of Directors:

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the directors. They will ensure that they and the Dementia Active team operate within this policy and arrangements and that all reasonable and practical steps are taken to avoid any form of discrimination.

The Chair of the Board of Directors will ensure that:

- Everyone is aware of the policy and the arrangements, and the reasons for the policy;
- That grievances concerning discrimination are dealt with properly, fairly and as quickly as possible within the guidance laid down in the Grievance Policy;
- That proper records are maintained.
- That the operation of the policy is monitored and reviewed in relation to all members of the team and job applicants.

Responsibilities – employees and volunteers:

Responsibility for ensuring that there is no unlawful discrimination rests with everyone so the attitudes of employees and volunteers are crucial to the successful operation of fair employment practices. In particular, all members of the team should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other members of the team who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform the Chair of the Board of Directors if they become aware of any discriminatory practice.

Third parties:

Third-party harassment may occur when a Dementia Active CIC employee or volunteer is harassed (and the harassment is related to a protected characteristic), by third parties such as referring agencies or families/friends of members. The Company has a Complaints Policy which any person outside of the organisation should be directed to make use of. Dementia Active CIC will not tolerate such actions against any person in the team. Anyone who feels they have experienced such discrimination should inform the Chair of the Board of Directors at once. The Company will investigate fully and take all reasonable steps to ensure such harassment does not occur again.

Rights of disabled people:

Dementia Active attaches particular importance to the needs of disabled people. Under the terms of this policy, the directors are required to:

- make reasonable adjustment to maintain the services of an employee or volunteer who becomes disabled, for example by offering reduced working hours.
- make adjustments to the person's role and duties
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Equality training

- Information about equality updates will be provided at debrief meetings after sessions.

- The directors will undertake training on this policy and the associated arrangements.

Monitoring

Dementia Active deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole.

- The recruitment of employees involves the routine collection and analysis of information on gender identification, marital status, ethnic origin, sexual orientation, religion and beliefs as well as whether a person declares themselves as disabled.
- Where appropriate equality impact assessments will be carried out on the results of recruitment monitoring and reported incidents or complaints of unfair treatment, to ascertain the effect the Company policies and services may have on those who experience them.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that the Company is not representative, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Company policies and practices as well as consideration of taking legal Positive Action.

Grievances/disciplinary procedures

- Employees have a right to pursue a complaint concerning discrimination or victimisation via the Company Grievance Procedures.
- Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

Review

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of Andrew Gill, Chair of the Board of Directors.

Melissa Fazackerley

Date – 1/5/21

Date of review – 1/5/22