

# Diversity and Equal Opportunities Policy

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## Policy statement

We recognise that certain individuals and groups in society suffer discrimination on the grounds of age, sex, sexual orientation, race, colour, nationality, ethnic or national origin, religious belief, gender, gender assignment, disability, and marital status, culture and socio-economic background.

We seek to ensure that we do not engage in direct or indirect discrimination on the grounds above.

We seek to ensure that our services and resources are relevant to all members and service users and are perceived by them as being so. No job applicant, employee worker or volunteer is discriminated against either directly or indirectly on the grounds above.

The Trustees and Kate Doyle (designated person) have primary responsibility for ensuring equal opportunities in service delivery and employment practice. All members, employees, workers and volunteers must adhere to this policy in the course of their work, monitor it on a day-to-day basis and report on its operation to the Trustee Board.

## Responsibilities


Ensure we:

- Communicate the policy to all staff, volunteers, members of advisory groups and members through the use of handbooks, policies, notice boards, circulars, written notification to individual employees and other methods of communication as appropriate.
- Discuss and, where appropriate, agree with employee representatives any proposed changes in the policy's contents and implementation.
- Make it known to all job applicants and, where appropriate, to all users of our services.
- Ensure that disciplinary and grievance procedures incorporate principles of equal opportunity and non-discrimination.
- Regularly examine existing procedures and criteria, including recruitment practices, and terms and conditions of employment and change them where they are actually or potentially discriminatory.
- Ensure that the organisation is kept up to date and within the law.
- Provide training and guidance to enable staff to carry out the policy and provide specific training for relevant decision makers, including members of the Board of Trustees where appropriate.
- Regularly monitor the application of the policy.
- Make reports annually on progress in implementing the policy and on any necessary changes.

## **Recruitment and Selection**

- We endeavour through appropriate training to ensure that employees making selection and recruitment decisions do not discriminate, consciously or unconsciously.
- Promotion and advancement are made on merit and all decisions relating to this are made within the overall framework and principles of this policy.
- Job descriptions, where used, are in line with our diversity and equal opportunities policy. Job requirements are reflected accurately in any personnel specifications.
- We apply a consistent, non-discriminatory approach to the advertising of vacancies.
- We do not confine our recruitment to areas or media sources that provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs with us receive fair treatment and are considered solely on their ability to do the job.
- All employees involved in the recruitment process periodically review their selection criteria to ensure that they are related to the job requirements and do not discriminate.
- Shortlisting and interviewing is carried out by more than one person where possible.
- Interview questions are related to the requirements of the job and are not of a discriminatory nature.
- We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- Selection decisions are not be influenced by any perceived prejudices of other staff.

## **Service Provision**

We will work actively towards ensuring that our services and resources are relevant to all members and service users. 

We will examine each area of work to determine:

- How the service is offered in an accessible and relevant way.
- Alternative methods if appropriate.
- The need for additional services to be developed.
- if there are any practices/procedures that are discriminatory.

All written resources for groups and individuals produced by The Jade Mutua Foundation Trust will reflect the mixed community within which we work, being as inclusive as possible and avoiding stereotyped images of particular groups. All employees, workers, members and volunteers must ensure that their work reflects these principles.

Users must have easy access to information about The Jade Mutua Foundation Trust's services, which may involve making materials available where appropriate in a variety of media, e.g. in large print or electronically. In particular, all printed materials will be in a minimum of 10pt type.

Should The Jade Mutua Foundation Trust not be able to meet all the demands made upon its services it will make publicly available a list of priorities for the service; this will be reviewed at least annually.

Additionally, it is recognised that there may from time to time be complaints against members of staff or the service. A notice is displayed in the general office, giving details of how a complaint may be made; reference to a complaints procedure will be made on materials and communications as appropriate, and the procedure made available and accessible.

### **Employment**

Staff are entitled to support from management and colleagues. Staff receive regular supervision from their line manager. Where this is not possible, The Jade Mutua Foundation Trust will make funds available from the staff development/training budget to allow for supervision to be obtained from other agencies or individuals.

The Jade Mutua Foundation Trust recognises that training is an important factor in leading to job achievement and opportunity. Induction training is particularly important and is required for all new staff. When other needs are identified, every effort will be made to ensure that training is provided.

The Jade Mutua Foundation Trust recognises that from time to time family and social circumstances may change and consequently workers may need to change their conditions of work. We will attempt, where circumstances and resources permit, to accommodate the needs of those workers.

### **Purchasing**

The Jade Mutua Foundation Trust is committed to ensuring that the goods and services it offers are accessible to all groups. It will not knowingly receive or purchase goods and services from agencies that practise discrimination and will attempt, wherever practicable, to purchase with consideration for the ethical behaviour and impact of those agencies.