



## **Equal Opportunities - Diversity Policy and Procedure**

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### **1.0 Scope of Equal Opportunities - Diversity Policy**

#### **Introduction**

Room 4... success depends on its people. Making the most of what is unique about each of us and drawing on our different perspectives and experiences will add value to the way we assist and support the organisation.

We provide services to a changing and diverse client group and recognise that to provide the best client service it's essential that we embrace diversity within our own workforce, contractors, volunteers and Board of Directors.

By accessing, recruiting and developing people from the widest possible talent pool we can gain an insight into different preferences and lifestyles and generate greater creativity in anticipating client needs. We'll constantly try to create a positive environment, representative of and responsive to different cultures and groups, where everyone has an equal chance to succeed.

Any general queries or comments relating to this policy should be forwarded to the Principal Operations Manager in the first instance.

### **2.0 Aims and objectives**

Using fair, objective and innovative employment practices, our aim is to ensure that:

- all employees and potential employees are treated fairly and with respect at all stages of their employment

- all employees have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour, whether based on **sex, trans-gender status, marital status, civil partnership status, pregnancy, race, disability, age, political or religious belief or sexuality**
- all employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to discrimination

### 3.0 Statutory Acts

There are a number of statutory and other provisions relating to Equality & Diversity and these are enveloped in one Single Equality Bill (October 2010). These include:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Religion Act 1976
- Disability Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality Act 2006, Part 2
- Equality Act (Sexual Orientation) Regulations 2007

### 4.0 Scope

This policy applies to all employees within Room 4... and to contractors, agency staff and third parties.

It is the employee's responsibility to familiarise themselves with **this document** which replaces all previous versions and is subject to an annual review.

The policy is not intended to be an authoritative statement of the law and questions relating to this policy should be directed to the Principal Operations Manager.

This policy does not form part of an employee's terms and conditions of employment but failure to follow or misuse of company policies and procedures may result in disciplinary action which may include dismissal.

### 5.0 Roles and responsibilities

We all have a responsibility to embrace and support diversity and must continue to challenge behaviour and attitudes that prevent us from achieving this.

### 6.0 General Principles

Our approach is based on a number of key principles:

- to fully utilise the talents and resources of all employees
- to promote all employee active involvement in improved client service and the achievement of our organisation's objectives
- to ensure that our employment policies and practices provide fair treatment for all employees
- to continuously develop our workforce to meet the future challenges of the organisation
- to bring about a fair representation of all sections of the population at all levels of the organisation
- to be known as a Young People's Therapeutic Service that provides the best services to clients and staff;

- to value the contribution of the entire workforce in order to harness their commitment to Room 4...objectives
- to enable employees to fulfil their potential by accessing training, supported personal development and employment opportunities.

We are committed to tackling incidents of inappropriate behaviour swiftly and decisively to enable people of all backgrounds to have dignity at work, and enable them to progress in the organisation and fully contribute to our:

### **Supporting policies and procedures**

Equality Act 2010:

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

Comments, Complaints, and Compliments procedure

Grievance Procedure

Disciplinary Procedure

Anti Bullying and Harassment Policy

Avoiding Discrimination

Dignity at Work Procedure

Transsexualism and Gender in the Workplace

### **7.0 Implementation process**

Policy to be published

Staff Handbook

### **8.0 Monitoring arrangements**

Compliance with this policy should be monitored by the Principal Operations Manager.

### **9.0 Audit will be undertaken annually.**

Periodically, an audit may be necessary due to legislation changes. The Board of Directors will monitor the policy's progress pending an annual review.

It is advised that any cases of alterations to outcomes informed by an Appeal under this procedure would trigger a local review by the Principal Operations Manager to evaluate any procedural errors or concerns which may have contributed.

### **10.0 Training**

Minimum training that Room 4... must provide in order to ensure compliance with this standard will be advised at next policy review.

## **Policy Reference Information**

Approved by Board of Directors: February 2020

Last Review Date: September 2020