



Equality, Diversity and Human Rights Policy

Re-Pat Ltd

Equality, Diversity, and Human Rights Policy- Re-Pat Ltd

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Applicable to	All staff and contractors
Policy Signed By	RICHARD DRAKEFORD

1.Introduction

1.1 Re-Pat Ltd is committed to fairness, equality, and valuing diversity in all aspects of its operations. Re-Pat Ltd aims to build a workforce representative of the clients we support. We strive to eliminate all forms of discrimination and ensure an environment characterised by dignity, respect, and free from harassment, bullying, and victimisation.

1.2 This policy ensures that effective, fair and consistent recruitment and selection procedures operate within Re-Pat Ltd, compliant with employment practices and legislation. It will ensure clear processes are in place to enable Re-Pat Ltd to recruit and retain skilled staff.

1.3 Employees can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Employees have a right to be treated fairly in recruitment and career progression.

1.4 As an equal opportunities employer, we will promote equality with due regard to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Equality and Diversity is important to:

- Ensure that the services we provide are accessible to everyone
- Actively promote equality
- Delivering person-centred care
- Ensure employees and people who use the service are free from unlawful discrimination
- Develop services which best meet the needs of our diverse communities
- Eliminate from our services, policies and decision making, any adverse impact on the promotion of equality and inclusion for clients and employees
- Promote the positive reputation of the business.

2.Scope

2.1 This policy applies to all employees, contractors, honorary contracts, and volunteers of Re-Pat Ltd. It covers the entire recruitment and selection process, defining advertising protocols and procedures.

3.Definitions

3.1 Employees with contracts of employment with Re-Pat Ltd, including permanent, temporary, full-time, part-time or fixed-term contracts.

3.2 **Equality** is not just about treating everyone the same. It recognises that:

- Every person has individual needs and the right to have those needs respected
- Inequality exists and that unlawful discrimination needs to be tackled
- Care services and employment opportunities should be accessible to all
- Every person should be treated fairly and have the opportunity to fulfil their potential.

3.3 **Diversity** means to respect and value individual differences. It recognises:

- A diverse approach which aims to recognise, value and manage differences to enable clients and employees to contribute and realise their full potential
- People's differences to create a positive environment.

3.4 **Inclusion** is embracing people regardless of their characteristics and ensuring equality opportunity and removal of discrimination.

4.Policy Statement

4.1 Re-Pat Ltd recognises its responsibilities towards equality and diversity and is committed to:

- Promoting Re-Pat Ltd as an employer of choice
- Ensuring the recruitment and selection procedure promotes a positive image of the organisation
- Recruiting skilled staff to achieve Re-Pat Ltd's aims and objectives
- Promoting objective, fair, and transparent recruitment practices
- Ensuring selection decisions are based on objective and justifiable criteria
- Implementing cost-effective and efficient recruitment methods.

5. Duties (Roles and Responsibilities)

5.1 Recruitment Team:

- Uphold the provisions within this policy in line with employment legislation and best practices
- Provide training, materials, and guidance to the Medical Director/Registered Manager and staff team
- Provide recruitment statistics and implement any resulting recommendations
- Liaise with advertising platforms for job postings.

5.2 Managers:

- Ensure compliance with the recruitment policy
- Participate in recruitment training and adhere to the guidelines.

5.3 No individual will be less favourably treated, either directly or indirectly, as a result of their:

- Age
- Disability
- Gender
- Gender reassignment
- Race
- Religion or belief
- Sexual orientation
- Marriage and civil partnership
- Pregnancy and maternity.

These are known as **protected characteristics** as stated in the Equality Act 2010.

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities. Selection for employment, promotion, training, or any other benefit will be based on aptitude and ability alone.

5.4 Equality and Diversity in relation to Transgender and LGBTQ+ Communities

Definitions

LGBTQ+: An acronym for Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and others. It includes a diverse range of sexual orientations and gender identities.

We have appropriate systems in place to ensure that members of the Transgender LGBTQ+ Community are not discriminated against.

We are committed to a zero-tolerance approach to discrimination, harassment, or bullying based on gender identity, gender expression, sexual orientation, or any other protected characteristic.

We are committed to providing a service which reflects the needs and preferences of its clients.

We will provide equal opportunities in relation to recruitment, promotion, training and development for all employees regardless of gender identity or sexual orientation.

We will strive to create a supportive and inclusive environment where all individuals (staff and clients) feel valued and respected.

We will provide our service with compassion, respect and dignity towards Transgender, LGBTQ+ Communities and all protected characteristics.

We will respect the privacy of all employees and clients and ensure that any information regarding an individual's gender identity or sexual orientation is kept confidential unless the individual consents to its disclosure.

We will ensure that staff use clients' and colleagues preferred pronouns during any interactions which take place, both verbal and written.

6.Training and Support

6.1 Re-Pat Ltd provides guidance and training to all employees to help them understand their rights and responsibilities under this policy.

6.2 Managers will complete relevant training to ensure that they follow a fair recruitment and selection process.

7.Reasonable Adjustments

We will make the following reasonable adjustments to ensure that people with a disability can access and use services on an equal basis to others:

- Offer longer appointment times to those who require it
- Ensure appointments are available at different times of the day
- Supply information in easy read format and/or pictures to support people where necessary
- Provide or signpost people to interpretation services where required.

8.Accessible Information Standard

We recognise the needs of people who are visually impaired, hard of hearing or who have a learning disability and will provide material in alternative formats as required.

We will follow the five steps to meet the **Accessible Information Standard** and ensure that people who have a disability or sensory loss receive information which they can access and understand:

- **Ask** - Find out if the client has any communication needs relating to a disability or sensory loss

- **Record** - Record those needs in a clear and standardised way within electronic or paper-based records
- **Alert/flag/highlight** - Ensure that client's recorded needs are 'highly visible' whenever their record is accessed, and that there is a prompt for action
- **Share** - Include information about client's communication needs as part of existing data sharing processes (and in-line with existing information governance frameworks)
- **Act** - Take steps to ensure that clients receive information which they can access and understand when they need it.

9. Monitoring Compliance with the Policy

The effectiveness of this policy will be monitored through regular reviews and audits. Feedback will be gathered and used to inform further improvements.

10. Recruitment and Selection Process

1. Identifying a Vacancy

1.1 The occurrence of a vacancy is an opportunity to review the necessity for the post and its duties. Consideration must be given to colleagues whose current post is 'at risk'.

2. Approval to Recruit Process

2.1 All established posts must go through a job evaluation process before an approval to recruit is completed. This must be authorised by the Medical Director/Registered Manager before any recruitment can commence.

3. Job Descriptions and Person Specifications

3.1 See the Job Description and Person Specification Guidance available for the specific role.

4. Advertising

4.1 Re-Pat Ltd will utilise various platforms for advertising vacancies, ensuring inclusivity and non-discrimination.

5. Short-listing

5.1 Short-listing must be undertaken by at least two people, one of whom should be the appointing manager. It must be completed within three working days following the closing date.

6. Interviewing

6.1 All shortlisted applicants will be contacted via the chosen platform. Interviews will be planned, structured, formally recorded and consistent for each candidate.

7. Pre-employment Checks

7.1 Types of pre-employment checks include employment history, two references, health screening, professional registration, qualifications, proof of identity, right to work in the UK and DBS disclosures.

11.Related Policies and Procedures

This policy should be inherent in every other policy and procedure within our service.

Safeguarding Adults Policy

Complaints Policy

Recruitment Policy

12.Legislation and Guidance

Equality Act 2010

The Human Rights Act 1988

ACAS resources: <https://www.acas.org.uk/search?keys=equality+and+diversity>

Accessible Information Standard <https://www.england.nhs.uk/ourwork/accessibleinfo/>

13.Appendix Contents

Appendix A: Complaints Investigation Form – Re-Pat Ltd

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Complaint Details:

- Complainant Name: _____
- Date of Complaint: _____
- Contact Information: _____

Nature of Complaint:

- Description of Complaint:

- Date and Time of Incident:

- Location of Incident:

Persons Involved:

- Name(s) of Staff Involved:

- Name(s) of Witnesses:

Investigation:

- Investigator Name: _____
- Date of Investigation: _____

Investigation Findings:

- Summary of Investigation:

- Evidence Collected:

- Witness Statements:

- Conclusions:

Actions Taken:

- Immediate Actions:

- Long-term Actions:

- Follow-up Required:

Resolution:

- Resolution Details:

- Date of Resolution: _____

Complainant Satisfaction:

- Was the complainant satisfied with the resolution? [Yes / No]
- Additional Comments:

Investigator Signature: _____ Date: _____