



**Equality and Diversity**

**Version 2**

**Category: Corporate**

**Latest Review Date: September 2014**

**Review Frequency: 3 yearly**

**Owner: Customer Service and Human Resources Director**

**Contributors: Head of Human Resources Services, Personnel Team  
Leader, HR Advisor**

## POLICY

### 1. Policy Goal

In line with the ExtraCare Charitable Trust's (ECCT) Strategy, the aim of this Equality and Diversity Policy is to promote equal opportunity, encourage and value diversity amongst its residents, staff, and volunteers and prevent unlawful discrimination within ECCT, and to ensure that discrimination in any form will not be tolerated and that those who work and live within ECCT are aware of its commitment to this policy.

### 2. Business Objectives

ECCT is fully aware of its commitment under the Equality and Diversity Act to protect those who work for it, to ensure any risk to the organisation is mitigated by regulatory compliance, whilst legal and financial risk is mitigated by ensuring a high quality service is delivered by all staff.

### 3. Organisational Statement

All staff interact with colleagues and residents and may also experience the intervention of other partners or agencies. This policy outlines the approach ECCT will take to protect any individuals from any form of discrimination as defined under the Act, ensuring diversity is valued and to prevent unlawful discrimination. The aims and principles of the Equality and Diversity Act, best practice guidelines and organisational ethos are incorporated into the policy.

### 4. Outcomes

All staff, residents and volunteers are aware of the importance of treating individuals with equality through sensitive management of any employment related issues. No employee should experience discrimination and it is important that bringing to ECCT's attention any breaches of this policy will not be held against them and they will not be persecuted for doing so in any form.

### 5. Application

All staff, to be aware of, understand and adhere to this policy. Those who line manage others should have an understanding of the factors that may affect others and how to minimise risks where they occur.

### 6. Reason for the Policy

To ensure the best possible working environment is established and maintained, whilst ensuring compliance with the Equality and Diversity Act and local policies aimed to protect staff from unnecessary discrimination whilst in the work place.

### 7. What is new / What is different

This is an update of the policy issued in 2011.

**8. How to measure success**

Equality and Diversity will be managed sensitively and the HR and Quality teams will monitor complaints to identify areas of concern, take appropriate action, and review the policy if such breaches occur.

**9. Reference to relevant documents**

<b>Regulation / Guidance</b>	<b>In House Documents</b>
Health & Safety at Work Act 1974	Health and Safety Policy
Human Rights Act 1998	Staff Handbook
Equality Act 2010	Absence from Work Policy
Data Protection Act 1998	Equality and Diversity Charter
	Disciplinary Policy
	Grievance Policy
	Whistleblowing Policy
	Data Protection Policy
	Bullying, Harassment and Victimisation Policy
	Complaints Management Policy

**10. Approval date** - September 2014

**11. Next review date** - April 2017