

EQUAL OPPORTUNITIES & DIGNITY IN THE WORKPLACE (NE.HR.08)

POLICY STATEMENT

ACHIEVE WITH NERAF is committed to a policy of equality of opportunity throughout all aspects of its work.

PROCEDURE

1. Policies

1.1. ACHIEVE WITH NERAF adopts practices that respect the rights of people with disabilities to privacy, dignity, independence, choice, spiritual beliefs, and fulfillment in living their chosen lifestyles. It is implicit that customers may communicate through non-verbal methods of communication.

1.2. This is achieved through the implementation of policies including: -

- Mission & Vision Statements;
- Child Protection;
- Mistreatment of Vulnerable Adults;
- Complaints;
- Advocacy;
- Allocation of Services;
- Quality Evaluation.

(These represent key documentation and this is not meant to be an exhaustive list)

1.3. ACHIEVE WITH NERAF aims to maintain and extend a fair working environment for all employees and job applicants through the development and revision of policies that promote equal opportunity in employment. This includes: -

- Acting Up, Promotion & Transfer;
- Recruitment & Selection;
- Disciplinary & Termination;
- Terms & Conditions;
- Grievance;
- Training & Development.

1.4. Where appropriate and where permissible under current legislation ACHIEVE WITH NERAF will promote positive action to ensure that under-represented groups are enabled and encouraged to take advantage of employment opportunities within ACHIEVE WITH NERAF.

2. Definitions

2.1. For the purposes of this Policy discrimination will be defined as “where an

individual is treated less favourably on grounds of sex, marital status, race, disability, sexual orientation, gender reassignment, age, religion, politics and/or union membership”.

2.2. Racial grounds are defined in terms of race, colour, and nationality, including citizenship or ethnic or national origins.

2.3. This policy covers all individuals, regardless of contractual status, that carry out work on behalf of ACHIEVE WITH NERAF and customers of our services.

3. Treating Everyone With Respect

3.1. ACHIEVE WITH NERAF expects all employees to act with: -

- dignity and maturity in all their dealings connected with its work and activities.
- similar respect to the persons, attitudes, beliefs, and actions of all others involved in and with the business.

3.2. Our policy and commitment is to ensure that everyone connected with the organisation (including applying for employment and following termination of employment) is treated fairly and with respect, regardless of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability and/or union membership.

3.3. It is the responsibility of all managers and supervisors to treat employees and customers in accordance with the above aims and to ensure that everyone is treated fairly and with respect.
This involves:

3.4. Preventing and correcting misconduct

- ACHIEVE WITH NERAF will not tolerate threatening physical or verbal behaviour and/or any type of communication that is of a threatening or abusive nature, or causes alarm or distress. Harassment, bullying, intimidation, insults and the use of abusive and/or obscene language will not be tolerated. All such incidents will be addressed via the sanctions outlined in Section 5 and the Disciplinary procedure (see Disciplinary (NE.HR.05))

3.5. Avoiding prejudice in recruitment of employees

- All actions and decisions should be based only on consideration of an employee's or applicant's ability to perform the job (subject to any reasonable adjustments). No judgement may be made subject to any prejudice.

3.6. Encouraging individual employee and team development

- The responsibility of line management is to help employees succeed both Individually and as members of the team. All employees must always have an equal opportunity to develop themselves and their talents and to be considered for training, transfer and promotion.

4. Collective Responsibility

4.1. Every person with line management responsibility must ensure compliance at all times with this policy.

4.2. It is the responsibility of every employee to ensure they comply with this policy.

4.3. It is the responsibility of everyone to treat all those with whom they come into contact during their working life with respect.

5. Complaints and Investigation

5.1. Any customer believing him or herself to have been discriminated against should make a complaint to the organisation using the published “Complaints Procedure” (any employee of ACHIEVE WITH NERAF will provide assistance in using the procedure upon request).

5.2. Any employee believing themselves to have been discriminated against should report the matter to their Line Manager, or if this is inappropriate, to either the Director or the Board of Trustees. An investigating manager will then be identified who is not directly involved in the case.

5.3. Effort will be made to preserve the confidentiality of both alleged victim and aggressor, at least until the matter is resolved.

5.4. Investigation will commence within five working days of a complaint being lodged. Such investigation will be thorough and completed as quickly as possible with any appropriate sanctions applied fairly and swiftly.

5.5. To make a complaint of a breach of this policy it will be necessary to have:

- Details of the occurrence(s), and when and where it took place;
- Names of any witnesses;
- Details of any other complaints made about the incident, date etc;
- Details of others believed to have been treated in a similar way;
- Any preference for a mediated solution.

5.6. Where possible, details will be kept confidential. Findings following any investigation may be used at a disciplinary hearing.

6. Sanctions

6.1. Any employee found to be in breach of this policy will be instructed to cease work immediately. Failure to do so will be regarded as gross misconduct. Serious breaches of this policy, even on a first occasion, may be regarded as gross misconduct.

6.2. In addition to internal sanctions some breaches may also be a breach of legal requirements leading to criminal law sanctions including damages and/or substantial fines and/or imprisonment.

6.3. The views of the victim will be taken into consideration during any investigation under this policy.

7. For further guidance on this policy please contact the Registered Manager

RELATED POLICIES

- Disciplinary (NE.HR.05)
- Grievance (NE.HR.09)
- Whistle Blowing (NE.HR.26)

Policy Number NEHR08/LD/NE11	Date 10.2.15	Review Date 10.2.16
Position in Organisation Director	Signature <i>Graham frend</i>	Compliance YES

