

Senior Citizens Concern Ltd

St Louis Day Care Centre

Equality Policy Policy Statement

Senior Citizens Concern Ltd recognises that discrimination and victimisation is unacceptable and that it is in the interest of the Company to ensure that no employee or job applicant receives less favorable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of **age, disability, gender, marital status, family status, sexual orientation, religion, race or membership of the travelling community.**

- Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
- We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
- All employees whether part-time, full-time or temporary will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- Our staff will not discriminate directly or indirectly against people at the centre because of age, disability, gender, marital status, family status, sexual orientation, religion, race or membership of the travelling community, in the provision of the centre's services.
- This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition full account will be taken of any guidance or codes of practice developed through legislation which will take precedence over current Policy pending updating of Policy.

•

Our commitment – Senior Citizens Concern Ltd (SCCL) commit to/will:

- Create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Ensure every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Provide Training and development opportunities to all staff.
- Promote equality in the workplace which we believe is good management practice and makes sound business sense.

- Regularly review our employment practices and procedures to ensure fairness.
- Ensure that breaches of our equality policy are not acceptable and could lead to disciplinary proceedings.
- Ensure that this policy is fully supported by Directors of the company.
- Ensure all staff are aware of the policy and their obligations to comply with the Policy.
- Ensure grievances concerning discrimination are dealt with properly fairly and as quickly as possible.
- Ensure proper records are maintained.

Responsibilities of Staff

- Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular all members of staff should;
- Comply with the policy and arrangements
- Not discriminate in their day to day activities or induce others to do so.
- Not victimise, harass or intimidate other staff or groups who have or are perceived to have one of the protected characteristics.
- Ensure no individual is discriminate against or harassed because of their association with another individual who has protected characteristic.

Third Parties

Third –party harassment occurs where a Senior Citizens Concern Ltd employee is harassed by third parties such as clients or customers and harassment is related to a protected characteristic. Senior Citizens Concern Ltd will not tolerate such actions against its staff and the employee concerned should inform the manager at once that this has occurred. Senior Citizens Concern Ltd will fully investigate and take all reasonable steps to ensure harassment does not happen again.

Related Policies and Arrangements

All employment policies and arrangements have a bearing on equality of opportunity. Company policies will be reviewed regularly to ensure no discriminatory elements exist.

Rights of Disabled People

The company attaches particular importance to the needs of disabled people.

Under the terms of this policy the Manager is required to:

- Make reasonable adjustment to maintain the services of an employee who becomes disabled.
- Include disabled people in training development programmes.
- Give full and proper consideration to disabled people who apply for jobs having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Equality Training

The Equality Policy will form part of the Staff induction process and copy of Policy will be available in the Staff handbook.

Monitoring

The Manager will monitor work practices to ensure that discrimination does not occur. Any information collected via monitoring will be treated as confidential and it will not be used for any other purpose.

Grievance/ Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Senior Citizens Concern Ltd Grievance Procedures.