

EQUALITY & DIVERSITY POLICY

Audience -All Rennie Grove employees and volunteers

| Date of Issue | Revision Date | Next Planned Review Date |
|-------------------------------|---------------|--------------------------|
| December 2013 | July 2019 | July 2021 |
| Policy Owner | Approved by | |
| Director of HR & Volunteering | SMT | |

Impact/Purpose/Summary of Policy

This policy aims to promote equality and diversity throughout Rennie Grove Hospice Care and our working environment. Rennie Grove commits to treating everyone with dignity and respect regardless of their gender, sexual orientation, marital or civil partnership status, age, race religion or belief, disability, gender re-assignment or if they are pregnant or during maternity. Discrimination of any kind won't be tolerated and may result in disciplinary proceedings.

Policy Content

Scope

This document applies to all Rennie Grove Hospice Care employees.

We ask our volunteers to adhere to this policy as a matter of good practice, although this is not intended to imply or create an employment relationship.

Our commitment

Rennie Grove commits to:

- applying this policy across all areas of recruitment, training, promotion, transfers, terms and conditions of employment, grievance and disciplinary procedures and decisions;
- ensuring that all staff, potential staff and volunteers are treated fairly and with dignity and respect;

- employing the best qualified staff and providing equal opportunity for the advancement of all, including promotion and training;
- ensuring that Rennie Grove and our staff and volunteers follow anti-discriminatory practices and challenge any discrimination encountered;
- ensuring that the principles of equal opportunities run through every part of our service, including how we treat contractors, volunteers, visitors, patients and suppliers; and
- ensuring that anyone raising a complaint under this policy or giving evidence or information in connection with a complaint is supported through this process and free from victimisation.

Our expectations

To meet our commitments we expect:

- staff and volunteers to treat colleagues and others fairly and with dignity and respect;
- any member of staff who believes they've received unfair treatment within the scope of this policy to raise it through Rennie Grove's Grievance Procedure or, for volunteers, through the Volunteers' Complaints Policy; and
- staff to be aware of their own personal legal liability if they are guilty of discrimination or victimisation.

Managers' responsibilities

All Managers:

- have a duty of care to take all reasonable action to prevent discrimination and victimisation occurring in their work areas;
- have a responsibility to act as role models for appropriate behaviour. Managers must not instruct or pressure a member of staff or volunteer to discriminate against or victimise another individual.
- must not suppress any complaint of discrimination or victimisation. Any such conduct will be regarded as gross misconduct;
- must be responsive and supportive to any member of staff or volunteer who complains about discrimination or victimisation and:
 - treat all complaints seriously;
 - provide full and clear advice on the procedure to be followed;
 - maintain confidentiality;
 - take immediate action to investigate and resolve the matter; and
 - take reasonable steps to ensure there's no further discrimination or victimisation after a complaint's been resolved.
- must refer complaints to Human Resources if there is a conflict of interest, the complaint is serious or complex or for general guidance.

Discrimination

Discrimination may be direct, indirect, perceived, by association, by victimisation or through harassment and may occur intentionally or unintentionally.

Direct discrimination: occurs where someone is put at a disadvantage for a reason related to one or more of the following grounds:

- gender;
- sexual orientation;
- marital or civil partnership status;
- age;
- race (including caste);

- colour;
- nationality;
- ethnic origin;
- religion or belief
- pregnancy or maternity
- disability; or
- gender re-assignment.

Indirect discrimination: where an individual's subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race. For example, a requirement only to allow full-time work will generally disadvantage women, due to the number of women who have childcare commitments. Indirect discrimination can be objectively justified.

Victimisation: this is less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that respect.

Disability:

Notification: If a member of staff's disabled or becomes disabled (within the meaning of the Equality Act 2010) they're encouraged to tell Rennie Grove about their condition to enable us to support as much as possible.

Reasonable adjustments: The employee should tell Human Resources about any reasonable adjustments to their working conditions or the duties of their job which:

- they consider necessary;
- will assist them in the performance of their duties; or
- think may put them at a disadvantage compared to a non-disabled person.

Careful consideration will be given to any such proposals and they'll be accommodated where possible, proportionate to the needs of the employee's job. Where circumstances mean it's not reasonable for Rennie Grove to accommodate any suggested adjustments, we'll provide information to the employee on the basis of our decision.

Complaints procedure

Informal: complaints should aim to be resolved informally in the first instance, by clear explanation to the person responsible that their behaviour's unwelcome and offend or is making the member of staff uncomfortable. If this is too difficult or embarrassing for the member of staff to do alone, they should ask their manager or Human Resources for support.

Formal: Rennie Grove's Grievance Procedure should be followed if:

- it's not appropriate or possible to resolve matters informally; or
- the unwelcome behaviour / conduct continues after informal steps have been taken.

Document Review

The document will be reviewed biennially (approximately once every two years) and approved by SMT.

Related Policies/Procedures

- Anti-Harassment & Bullying Policy
- Disciplinary Policy & Procedure
- Employee Handbook

- Grievance Procedure

External References

- Equality Act 2010

Change Control

| Policy Version | Date of Change | Changed By | Teams Consulted | Brief Description of updates |
|----------------|----------------|------------|-----------------|--|
| 1.0 | 01/12/13 | HR | HR | Text updated |
| 2.0 | 01/03/19 | HR | HR | Reviewed and approved by FROC |
| 3.0 | 11/07/19 | HR | HR | Name change, protected characteristics, audience updated Policy approved by SMT 11/7/19 |