

Equality, Diversity and Inclusion Policy

1. Introduction

Age Concern Petersfield is committed to encouraging equality, diversity and inclusion among its workforce, and eliminating unlawful discrimination. The aim is for its staff to be truly representative of all sections of society and its clients, and for each employee to feel respected and able to give their best.

All staff and volunteers are specifically encouraged to recognise, respect and welcome inclusion and diversity amongst older people in our community and to make all our services inclusive and accessible to everyone.

2. Aims

Age Concern Petersfield aims to

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- Not unlawfully discriminate on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

3. Commitment

Age Concern Petersfield commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any

others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also regularly update them and the policy to take account of changes in the law.

All employees, volunteers and clients will be treated with dignity and respect. Age Concern Petersfield recognises that harassment, bullying and victimisation are forms of unlawful discrimination.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic however if an applicant is disabled or become disabled during their employment this should be disclosed so that Age Concern Petersfield can consider what reasonable adjustments or support may be appropriate.

Age Concern Petersfield will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated in accordance with the Disciplinary Policy.

Age Concern Petersfield will monitor and regularly review the operation of this policy and will implement any changes required by law or to improve its effectiveness.

Any employee who believes that they may have been subjected to treatment that breaches this policy may raise the matter through the Age Concern Petersfield's Grievance Policy
Note: Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

POLICY STATEMENT

All Policies and Procedures held by Age Concern Petersfield & District are regularly reviewed and may be amended from time to time to reflect any changes in Legislation, regulatory guidance or internal policy decisions, as well as for any other reasons determined by the Board of Trustees. The latest versions will always be reflected on our website.



Appendix A - Complaints Form

Manager Use Only	Complaint No:
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Comments /Problems/Complaints

1	Date received	
2	Made by	
3	Received by	
4	Description	
5	Action taken	Name: Date: Description of action:
6	Originator notified of outcome	Means of notification: By whom: Date:
7	Preventative action	Could this be prevented from happening again? Yes/No If Yes by whom: Date: Action taken:
8	Date filed by central office upon satisfactory completion	Date:

