



Acute Training Solutions

Equality and Diversity

Equality Policy	
What should the equality policy look like	Opening statement should contain
	<ul style="list-style-type: none"> a statement of your aim to encourage, value and manage diversity your commitment to providing equality for all your wish to attain a workforce that is representative of the communities from which it is drawn to secure the widest pool of talent possible.
	Your equality policy should:
	<ul style="list-style-type: none"> have the support of everyone in the organisation be part of the business strategy be developed in consultation with employees and their representatives have commitment from the very top of the organisation be promoted widely and circulated to all employees and job applicants
	You should then identify the areas of discrimination that you will counter, usually:
	<ul style="list-style-type: none"> age disability gender reassignment marriage and civil partnership pregnancy and maternity race (including ethnic origin, colour, nationality and national origin) religion or belief (including philosophical belief) sex sexual orientation
	State that you will aim to create a working environment in which:
	<ul style="list-style-type: none"> all people are able to give of their best there is no harassment and bullying all decisions are based on merit.
Action plan for the policy	Who, what and when
	<ul style="list-style-type: none"> set dates on when you will do the things such as monitoring, reviewing procedures, and training expand on how these will be done and by whom say how you will tackle harassment and bullying consider targets for action points that result from what you find from monitoring consider whether positive action is appropriate set your measures of success – how you will evaluate them and how and when will you review the overall working of your policy?



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Procedures and key issues	
Equality training	<p>Training programme should include</p> <ul style="list-style-type: none"> • an explanation of your approach to equality and why it is important the business case for equality • the law and what this means in practice • the roles and responsibilities of staff in making the policy work • your policy for dealing with bullying and harassment • written materials to reinforce the training • specialist guidance for staff who recruit, select, appraise etc • the chance for staff to raise their concerns.
Recruitment and induction	<ul style="list-style-type: none"> • A good job description should be concise and straightforward and include: the title of the job, the aim of the job, the main tasks and who the employee will work with • A person specification should link to the job description and give the skills, experience and knowledge a person needs • Be explicit with your use of language: 'needs to reach and bend to pick items from shelves' is better than 'needs to be physically fit', and 'needs to give clear information to clients by phone' is better than 'needs a good command of spoken English' • Job adverts should state that you welcome applications from all sections of the community • Remember that terms like 'mature person' or 'young graduate' in your job adverts may be discriminatory • It is unlawful to ask health related questions before making a job offer (whether condition or unconditional), except in order to: <ul style="list-style-type: none"> • determine if a candidate can carry out a function which is essential to the job • ask whether candidates need special arrangements for any part of the application process • anonymously monitor whether candidates are disabled • take positive action to assist disabled people • check that a candidate has a disability where this is a genuine requirement of the job. • To avoid prejudice or bias more than one person should carry out the sift. Review the process at the end of the sift to check points have been awarded on the evidence alone • At interview do not ask questions of a personal nature – eg about marital status, sexual orientation or gender identity • Before appointing a person to the job, you will need to check their eligibility to work in this country under the Asylum and Immigration Act (1996).



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Training and development	<ul style="list-style-type: none"> All staff should have the same access to training – regardless of whether they are part-time or full-time Be flexible about your training – residential training may not suit those with caring responsibilities or those who work from home.
Promotion	<ul style="list-style-type: none"> Promotion opportunities should be advertised to all staff Ask the same questions to internal and external candidates – it may be discriminatory not to.
Discipline and grievances	<ul style="list-style-type: none"> Your equality policy should state that any breaches of the policy will be dealt with through your disciplinary procedure.
Equal pay	<ul style="list-style-type: none"> An equal pay audit may help to make sure men and women are getting equal pay Your employees are entitled to know how their pay is made up – for example, how are bonuses earned? The Equality Act 2010 covers the right of women to equal pay with men for equal work, both for full-time and part-time employees.
Bullying and harassment	<ul style="list-style-type: none"> Your organisation should have a clear management commitment to prevent unacceptable behaviour at work <p>Your policy should explain that:</p> <ul style="list-style-type: none"> harassment occurs when ‘someone engages in unwanted conduct related to a protected characteristic (e.g. disability, race), which has the purpose or effect of violating someone else’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment’ harassment may include offensive jokes, personal insults, persistent criticism, harassment and bullying at work can cause fear, stress, anxiety and physical sickness amongst employees. It may also put a heavy strain on personal and family life. It can lead to increased absenteeism, an apparent lack of commitment, poor performance and even resignation it is not the intention of the perpetrator which defines a particular type of harassment but the effect it has on the recipient.



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Adapting working practices	<ul style="list-style-type: none"> The Equality Act 2010 requires you to make 'reasonable adjustments' to the working environment to give employees or potential employees with disabilities equal opportunities. If you have employees with disabilities ask them about changes that might help them. This might mean: <ul style="list-style-type: none"> providing an adequate, ergonomic chair providing a power-assisted piece of equipment, or changing hours to ease travel to and from work. Reasonable adjustments also include re-deploying an employee to a different type of work if necessary. Many employers respond sensitively to the religion or beliefs of their employees and provide prayer rooms, time off to observe religious festivals, flexible dress policies etc.
Flexible working	<ul style="list-style-type: none"> Consider different forms of flexible working – such as job sharing, part-time working, flexible hours, homeworking and annualised hours. Can they help you to maximise available labour and improve customer service? A trial period might be a good way of testing if a form of flexible working is right for you and your employees. <p>Where parents of children and carers of adults are entitled to apply for flexible working, you are obliged to give serious consideration to these requests.</p>