



Equal Opportunities and Diversity Policy

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Equal Opportunities and Diversity Policy

Purpose

The aim of this policy is to outline the commitment of Derma ("the Organisation") to the promotion of equality of opportunity in the ways that it provides services for patients/service users, and in the working arrangements for its staff.

Relevant CQC Fundamental Standard/H+SC Act Regulation (2014)

- Regulation 10: Dignity and respect.
- Regulation 18: "Staffing".

Policy

It is our policy to provide equality to all patients/service users, staff and other users irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependents
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins, being an Irish traveller)
- disability
- sexual orientation
- age.

We are opposed to all forms of unlawful and unfair discrimination. All members of the organisation and patients/service users will be treated fairly and will not be discriminated against on any of the above grounds. Decisions will be made objectively, without unlawful discrimination, and based on aptitude and ability.

We recognise that the provision of equal opportunities in all our activities will benefit the organisation. For example, our equal opportunities approach will help staff to develop their full potential and talents so that resources will be utilised fully to maximise the effectiveness of the organisation.

We recognise that there is a statutory duty under the Equality Act 2010 to implement an equal opportunities policy. This policy applies to applicants for employment, volunteers and members of the public alike.

The organisation is committed to the principles and practice of Equality. We want our services, facilities and resources to be accessible and useful to all users regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.

Equality Commitments

The organisation is committed to:

- promoting equality of opportunity for all staff, patients/service users and users
- promoting a good and harmonious learning environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- fulfilling all our legal obligations under the equality legislation and associated codes of practice
- complying with our own equal opportunities policy and associated policies
- taking lawful affirmative or positive action, where appropriate
- breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of employment.

Implementation

The CQC Registered Manager will have specific responsibility for the effective implementation of this policy.

All staff engaged to work for the organisation will be expected to abide by the policy and help to create the equality environment which is its objective.

In order to implement this policy, we shall:

- Communicate the policy to all staff e.g. at induction.
- Via appropriate training, we will ensure that the Organisation does not consciously or unconsciously discriminate in the selection or recruitment of staff.
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into all relevant job descriptions

- Incorporate equal opportunities notices into general communications e.g. with patients/service users and the general public
- Ensure that adequate resources are made available to fulfil the objectives of the policy.
- Review the extent to which this policy is being successful and make any changes where necessary to our practice and procedures.

Recruitment

- A. Selection decisions for staff engaged to work for the organisation should be made only on the basis of the requirements of the job as set out in the job description and person specification.
- B. All applicants should be given equal consideration for appointments and shortlisting should be on the basis of the criteria listed in the person specification.
- C. Interview questions must be related to the requirements and circumstances of the job and must not be of a discriminatory nature.
- D. All staff responsible for recruitment and selection decisions are required to undertake appropriate training on the subjects of good equal opportunities practice, interview techniques, etc.
- E. Decisions relating to recruitment will be recorded to enable monitoring of the selection process. Particular care will be paid to recording the reasons why a candidate was not selected.

Advertising

- The organisation shall not discriminate directly, or indirectly, when advertising new posts or reorganising existing posts by including any requirements or criteria which are unnecessary to the post.
- All posts will be advertised in such areas and publications as to ensure that they do not exclude or disproportionately reduce the number of applicants from a particular group.
- Job advertisements will not include requirements such as length of residence in the UK or experience in the United Kingdom, that cannot be justified on work related grounds.
- Care will be taken to avoid indirect discrimination in recruitment through the recommendations of existing employees i.e. "word of mouth recruitment".

Bullying, Harassment, and Victimization In Employment

The organisation acknowledges that bullying, harassment, and victimisation in the workplace is wholly unacceptable in any form. For this reason a special procedure has been prepared to deal with incidents of this nature (see "Bullying and Harassment Policy").

Disability in Employment

The organisation recognises that, as an employer, it has mandatory obligations to ensure that people with disabilities are afforded equal opportunities to enter and maintain employment.

Monitoring and review

The organisation will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.

The effectiveness of the equal opportunities policy will be reviewed regularly (at least annually) and action taken as necessary.

Raising Concerns

Members of staff or patients/service users who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the Grievance Procedure. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that members who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimization will result in disciplinary action and may warrant dismissal.

Complaints about equality issues from members of the public will be dealt with under our Complaints Procedure.