

ANDOVER MIND

EQUAL OPPORTUNITIES, EQUALITY AND DIVERSITY POLICY

1. Equal Opportunities Statement: Commitment to Equal Opportunities, Equality and Diversity

Andover Mind is an equal opportunities employer. We are committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be representative of all sections of society and each employee feels respected and able to give of their best.

The purpose of this policy is to provide equality, diversity and fairness in all our working practices and not to discriminate on grounds of age, disability, gender/gender reassignment, race, religion or belief, sex, sexual orientation, due to marriage or civil partnership or for reasons of pregnancy and maternity. We oppose all forms of unlawful and unfair discrimination.

All employees, whether full- time, part-time, or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or 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 talent and resources of the workforce will be fully utilised.

Our commitment:

- To create an environment where the individual differences and contribution of all staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying, harassment, discrimination or victimisation will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice.
- We will review all our employment practices and procedures to ensure fairness.
- Breaching our equality and diversity policy will be regarded as misconduct and could lead to disciplinary action.
- The policy is fully supported by the Executive Committee and the management of Andover Mind.
- The policy will be monitored and reviewed annually.

2. Equal Opportunities, Equality and Diversity : Policies of Andover Mind

Equal opportunities, equality and diversity apply to all aspects of the working practices of Andover Mind and encompasses the following areas:

- Recruitment and selection
- Promotion
- Disciplinary and Grievance procedure
- Training and development
- Terms and conditions of employment

3. Recruitment and Selection

Andover Mind is committed to ensuring that every stage of its recruitment and selection policy is fair, and that no applicant shall receive less favourable treatment than any other. All vacancies will be open to any candidate internal or external who meets the requirements of the post.

Job advertisements will: (please refer to amended Recruitment & selection policy)

- Specify the skills, abilities, qualities and qualifications (if necessary) required for the post as reflected in the job description and person specification.via website????
- Be placed in the appropriate media for the post, bearing in mind the need to choose different types of media aimed at different sectors of the market.
- Encourage applicants from all backgrounds and age ranges.
- Provide equal opportunities to all applicants and not be discriminatory.

Application procedures

Potential candidates will be:

- Provided with a job description and person specification for the post.
- Receive information regarding the requirement to disclose criminal convictions and undergo a criminal records check with the Disclosure and Barring Service (DBS).
- Short listed by more than one person to reduce the risk of prejudice or bias
- Provided with a copy of the Equality and Diversity statement as outlined above.

Procedures will be:

- Flexible to accommodate the needs of any applicant with a disability.

Selection procedures will:

- Focus on the applicant's potential, skills and abilities based upon the application information and performance at the interview and/or assessment process.

Interviews will be carried out by:

- A minimum of two people.

- Staff and service users who have been trained in good recruitment practices to avoid selection decisions based upon stereotypes or prejudice.

Interview panel members will:

- Ask each candidate the same set of questions.
- Use a scoring system to rate candidates.

Criminal convictions

- Due to the nature of the work, all applicants will be asked to disclose all convictions including those which are spent under the Rehabilitation of Offenders Act 1974.
- Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.
- Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background of the offence(s).
- However, it is necessary to take into account that some types of convictions either spent or unspent may prove unacceptable for those working with vulnerable adults.
- The recommendations of the interview panel to offer a post to a candidate with criminal convictions will be referred to the Personnel and Training Sub Committee of the Executive for consideration and if in agreement, their approval.

4. Promotion

- All opportunities for promotion will be open to all staff and all potential candidates will follow the Internal Recruitment procedure.
- Selection for promotion will be based on skill, ability and the potential of the candidates.

5. Disciplinary and Grievance Procedure

- Employee conduct will be treated consistently, one group will not be disciplined or dismissed for performance conduct /behaviour which would be overlooked in another group.
- Breaches of policy constitute a disciplinary offence and will be addressed through the Disciplinary and Grievance procedure

6. Training and Development

- We will ensure that employees are aware of the training and development opportunities available and are encouraged to use them.
- All staff will have access to training appropriate to their role and will be based on the individual and organisational needs.
- Training and development needs will be reviewed regularly and discussed through supervision and performance review meetings.
- Training provision will be reviewed regularly to ensure that there are no discriminatory practices within or outside the organisation, which have led to barriers to training.
- As part of induction training and on an annual basis, staff will be asked to complete on-line training for Equal opportunities, equality and diversity.

7. Terms and Conditions: Pay and other Benefits

- Men and women will be paid at the same rate for work rated as equivalent or of equal value.
- Part time staff will receive pay and other benefits on a pro-rata basis to the full time equivalent.
- All terms and conditions will be reviewed annually in conjunction with the salary review to ensure that they are not discriminatory.

8. Disability

- If a disabled person is recruited or an existing employee becomes disabled, Andover Mind will make every effort to make any adjustments, which are reasonable and practicable in order to retain the employee within the organisation.
- The needs of the disabled employee will be considered in the context of working practices, the nature of their role/job, the premises and their continuing service.
- Andover Mind will not tolerate discrimination, victimisation or harassment towards an employee with a disability. Any such behaviour or alleged behaviour will be fully investigated and may result in disciplinary action.

9. Retirement

- Andover mind is committed to maintaining employment beyond the recognised state retirement age for those who wish to continue.

10. Monitoring Equal Opportunities

We will regularly review policies to ensure that we have an effective policy to promote equality of opportunity and diversity.

- The HR Advisor will be responsible for equal opportunities, equality and diversity monitoring
- Monitoring will be undertaken when recruitment occurs and this will be reviewed half yearly. (Appendix 1)
- The HR Advisor will report to the Chief Executive Officer and the Executive Committee as part of the formal reporting procedure.

11. Personal Responsibility for Promoting Equality and Diversity

- It is the overall responsibility of the Chief Executive Officer to ensure that staff adhere to the Equal Opportunities, Equality and Diversity Policy.
- Line Managers are responsible for ensuring that equality of opportunity is actively promoted within their department.
- Employees have a personal responsibility to ensure that they do not harass, abuse or intimidate another employee, volunteer or service user on any grounds and should co-operate with any measures introduced by the organisation to ensure equality of opportunity and that all working practices are non-discriminatory.

- It is the responsibility of each individual to report to their line manager or a senior manager if they believe someone is being discriminated against, victimised, harassed or bullied. This will be treated with anonymity.

12. Dealing with Complaints

- Any employee, volunteer or service user who feels that they have been treated unfairly or subjected to direct or indirect unfair discrimination can raise the matter through the appropriate grievance procedure.
- Anyone making a complaint of unfair discrimination will be protected from victimisation of any form.

APPENDIX 1

EQUALITY AND DIVERSITY MONITORING FORM

Andover Mind is committed to equal opportunities and welcome applicants from all sections of the community. We aim to select and develop all staff solely on merit. In order to monitor the effectiveness of our Equality and Diversity Policy we ask all applicants to provide the following details. This information is for monitoring purposes only. It will be held separately from your application form and will not be used as part of the selection process.

Position applied for:

Age Under 18 ☐ 18 -24 ☐ 25-44 ☐ 45-64 ☐ Over 65 ☐

Gender Male ☐ Female ☐

Sexual Orientation Bisexual ☐ Heterosexual ☐ Lesbian ☐ Gay ☐

Religion Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐
 Muslim ☐ Sikh ☐ No religion ☐
 Prefer not to say ☐ Other ☐ Please state which

Ethnic Origin

Please tick the box that best describes your ethnic origin. This does not mean your nationality or place of birth but colour and broad ethnic group. UK citizens can belong to any of the groups listed.

Asian or Asian British

Indian ☐
 Pakistani ☐
 Bangladeshi ☐

Black or Black British

Caribbean ☐
 African ☐
 Any other black background, please give details

Any other Asian background, please give details

Chinese

Chinese ☐

Gypsies & Travellers

Irish Travellers ☐

Any other background, please give details
 details

Any other background, please give

Mixed

White and Black Caribbean ☐
 White and Black African ☐
 White and Asian ☐
 Any other mixed background, please give details
 Any other white background, please give details

White

British ☐
 Irish ☐
 Polish ☐
 Slovakian ☐

Disability Discrimination Act 1995

A person is covered by the Act if they have a physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on their ability to carry out normal day to day activities. People who have had such a disability in the past are also covered.

Do you consider yourself to be covered by the Act? Yes ☐ No ☐

If yes, please detail the nature of your special needs if applicable