

The Princess Royal Trust for Carers

EQUALITY & DIVERSITY POLICY

1. PURPOSE

The Princess Royal Trust for Carers (The Trust) is committed to providing genuine equality of opportunity in all areas of its employment practice, and recognises the value to the organisation of having a diverse workforce.

The purpose of the Equal Opportunities and Managing Diversity Policy is to provide a clear statement of The Trust's commitment to providing equality of opportunity. Additionally it is intended to provide guidance and training to all staff and managers of the relevance of this to different areas of employment practice.

As appropriate, other employment policies also contain statements of the commitment to equality of opportunity.

A separate policy is provided for dealing with allegations of harassment or bullying.

2. EQUAL OPPORTUNITIES STATEMENT

The Trust is committed to non-discrimination on the grounds of age, race, gender, ethnic origin, religion, sexual orientation, disability, caring responsibilities, economic status or political affiliation. The Trust will actively seek to eliminate all forms of discrimination, direct or indirect, which restricts or hinders the promotion of equal opportunities, the provision of equal treatment and the valuing of diversity.

This statement applies to all areas of The Trust's work and activities.

3. PRINCIPLES

The Trust is committed to implementing policies designed to promote equality of opportunity in its employment practice and to rejecting unlawful and unfair discrimination of any kind.

The Trust will work to ensure fairness and consistency in the treatment of job applicants and employees.

The Trust is committed to ensuring that its workforce reflects the diversity of the communities within which it works.

The Trust will ensure that the special needs of job applicants and employees are considered constructively, creatively, and in line with the spirit of disability legislation.

The Trust will ensure that individual employees do not receive less favourable treatment on the basis of the hours they work nor the location in which they work.

The Trust will regularly review the design and operation of employment policies in order to ensure non-discrimination and best practice in relation to equality of opportunity, equal treatment and valuing diversity.

The Trust will undertake monitoring activities in order to identify any areas of potential discrimination with the intention of taking the appropriate corrective action.

The Trust will consider and implement appropriate initiatives to increase equality of opportunity whilst taking account of the constraints of employment legislation, for example providing development and training opportunities for under-represented groups.

The Trust will ensure that any equal opportunities or diversity initiatives are developed in consultation with staff, Trustees and employee representatives.

The Trust will endeavour to stay abreast of developments in thinking and best practice in the fields of equal opportunities and managing diversity and ensure that these are fed into the organisation's employment practice.

All staff and Managers will be provided with appropriate guidance, advice and training to ensure that they are aware of the equal opportunities implications and issues within employment practice and best practice in managing diversity.

Any instances of discriminatory behaviour will be dealt with swiftly and firmly through the appropriate policy or procedure (e.g. supervision, grievance, disciplinary or harassment and bullying).

All employees have shared and equal responsibility for ensuring that their day-to-day working practices and relationships with colleagues reflect the organisation's commitment to non-discrimination.

Particular responsibility for ensuring best practice lies with all managers and staff professionally involved in recruitment, application of employment policies and provision of training.

4. DEFINITION OF DISCRIMINATION

4.1 Direct Discrimination

Direct discrimination occurs when a person is treated less favourably than another on the grounds of their age, race, gender, ethnic origin, religion, sexual orientation, disability, caring responsibilities, economic status or political affiliation.

4.2 Indirect Discrimination

Indirect discrimination can occur when selection criteria, policies or rules and practices that apply to everyone have the effect of disadvantaging some people because of their age, race, gender, ethnic origin, religion, sexual orientation, disability, caring responsibilities, economic status or political affiliation.

5. PROCESS

Any employee who considers that they have been discriminated against should raise the issue through the Grievance Procedure.

In order to ensure continual progress in implementing this equal opportunities and managing diversity policy, the Trust will:

- ◆ Identify a Director with lead responsibility for equal opportunities and managing diversity.
- ◆ Stay abreast of developments in thinking and best practice in the fields of equal opportunities and managing diversity and ensure that these are fed into the organisation's employment practice.
- ◆ Undertake regular equal opportunities monitoring in the following areas:
 - all stages of the recruitment process;
 - pay practice (salary levels, pay progression etc);
 - provision of benefits (including access to all benefits, and provision of discretionary benefits such as additional paid and unpaid leave);
 - provision of training and development opportunities.
- ◆ Review the equal opportunities monitoring data and share the findings with Executive Management Team, Trustees, Staff Consultative Representatives and all staff.
- ◆ Develop, as part of its Annual Plan, an Annual Equal Opportunities and Managing Diversity Plan. This will draw on the outcomes of the monitoring and review and will take into consideration best practice in other organisations. This is in order to identify priority areas for further work in the ensuing year.
- ◆ Ensure that all areas of work/annual plans take account of equal opportunities and diversity issues and the development and promotion of The Trust as an equal opportunities employer.
- ◆ Establish an Equalities Committee with Trustee and EMT representation and will ensure that The Trust meets its equalities agenda in all aspects of its operational work.