

# **DIVERSITY AND INCLUSION POLICY (Employees/Volunteers and Service Users)**

## **Introduction:**

The success of Derbyshire Carers Association [DCA] depends on our people. Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we deliver our services.

1. DCA is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no service user or member of staff/volunteer receives less favorable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
2. We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development and promotion. These areas are mentioned and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination exists whether intentional, unintentional, direct or indirect, overt or latent.
3. The Business and Administration Manager has particular responsibility for implementing and monitoring Diversity and Inclusion within Employment Policies and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.
4. All employees, workers, volunteers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any 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 talents and resources of the workforce will be fully utilised to maximise the efficiency of DCA.

5. Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals within DCA as it seeks to develop skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with management, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout DCA.

### **Our commitment as an employer:**

1. To create an environment in which individual differences and the contribution of our staff are recognised and valued.
2. Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
3. Training, development and progression opportunities are available to all staff.
4. Equality in the workplace is good management practice and makes sound business sense.
5. We will regularly review all our employment practices and procedures to ensure fairness.

### **Our commitment as a service provider:**

1. We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
2. We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing the diverse needs of our clients.
3. This policy is fully supported by Senior Management and the Board of Trustees.
4. This policy will be monitored and reviewed on an annual basis.
5. We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.

6. Breaches of our diversity and inclusion policy will be regarded as misconduct and could lead to disciplinary proceedings.

### **Equal Opportunity Policy Statements:**

#### **AGE:**

We will:

- Ensure that people of all ages are treated with respect and dignity.
- Ensure that people of working age are given equal access to our employment, training, development and promotion opportunities.
- Challenge discriminatory assumptions about younger and older people.

#### **DISABILITY:**

We will

- Provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities.
- Challenge discriminatory assumptions about disabled people.
- Seek to continue to improve access to information by ensuring availability of; loop systems; Braille facilities; alternative formatting; and sign language interpretation.

#### **RACE:**

We will

- Challenge racism wherever it occurs.
- Respond swiftly and sensitively to racist incidents; and
- Actively promote race equality within Derbyshire Carers Association.

#### **GENDER:**

We will

- Challenge discriminatory assumptions about women, men, transgender and questioned gender individuals.
- Take positive action to redress the negative effects of discrimination against women and men.
- Offer equal access for women and men to representation, services, employment, training and pay.
- Provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment

**SEXUAL ORIENTATION:**

We will

- Ensure that we take into account the needs of people who identify as lesbian, gay, bi-sexual and/or heterosexual.
- Promote positive images of people with differing sexual orientation.

**RELIGION OR BELIEF:**

We will

- Ensure that employees` religion or beliefs and related observances are respected and accommodated wherever possible.
- Respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others;

**PREGNANCY AND MATERNITY:**

We will

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity.
- Challenge discriminatory assumptions about the pregnancy or maternity of our employees.
- Ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

**MARRIAGE OR CIVIL PARTNERSHIP:**

We will

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership.
- Challenge discriminatory assumptions about the marriage or civil partnership of our employees.
- Ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage and civil partnership.

**EX-OFFENDERS:**

We will

- Prevent discrimination against our employees regardless of their offending background (except where there is known risk to children or vulnerable adults).

**EQUAL PAY:**

We will

- Ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work related as equivalent work or work of equal value.

**Menopause/Existing Conditions/Life Events etc:**

DCA recognises that staff may at times experience physical, psychological and/or emotional changes that may be difficult to navigate due to a range of issues (e.g. menopause, exacerbation of existing conditions, life events, etc.) that may result in a need for help and allowances to carry out their role. Often a few simple changes to the working environment can make a world of difference, such as adjustments to working hours. Even just talking about it openly can reduce the impact of some symptoms and experiences and enable people to continue performing well in their roles. Line managers play a vital role in supporting colleagues with symptoms and DCA will endeavour to:

- understand and reduce the barriers that could potentially prevent a colleague from performing and/or developing to their full potential due to experiences such as those outlined above.
- identify appropriate workplace changes or adjustments to support team members and help them thrive at work
- foster an inclusive working environment in which everyone is treated fairly.