

Orchard Vale Trust Policy and Procedures**Equality & Diversity at Work****DOCUMENT CONTROL**

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Author:	Richard Brook
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<u>Notes</u>	

Diversity and Equality Policy

Orchard Vale Trust is opposed to all forms of discrimination and values diversity.

1. DIVERSITY

1.1 Diversity is about valuing people as individuals.

1.2 Orchard Vale Trust recognises that people from different backgrounds can bring fresh ideas and a different approach which can make the way the organisation works more efficient, creative and innovative.

1.3 Orchard Vale Trust recognises that inequality does not just come from gender or ethnicity, sexual orientation or disability, age or religion or belief. Individuals are also disadvantaged by inequality of social class, where they were born or their family's circumstances. Orchard Vale Trust seeks to redress social inequality by putting in place actions to reverse under representation of specific groups amongst its employees, volunteers, trustees and clients.

2. EQUAL OPPORTUNITIES

2.1 Equal opportunity is about valuing the difference between people in a way that allows them equal access to the opportunities and services offered by society or an organisation.

2.2 Orchard Vale Trust is committed to preventing discrimination on the grounds of race, gender, marital status / civil partnership, sexual orientation, gender re-assignment, age, ethnic origin, disability, religion or belief, or offending background.

2.3 Orchard Vale Trust will comply with legislation on discrimination and equality.

3. HUMAN RIGHTS

3.1 The core principles of human rights are dignity, fairness, equality and autonomy. Human rights help individuals to flourish and fulfil their potential through: being safe and protected from harm, being treated fairly and with dignity, living the life they choose and taking an active part in their community.

3.2 Orchard Vale Trust recognises the individual's human rights.

4. EXPECTATIONS

4.1 Employees, volunteers and trustees will treat home's residents, people who receive day care services and people coming into contact with the Trust's operations with respect and ensure no one receiving a service from Orchard Vale Trust receives less favourable treatment because of their race, gender, marital status / civil partnership, sexual orientation, gender re-assignment, age, ethnic origin, disability, religion or belief, offending background or any other personal characteristic or circumstance.

4.2 Employees, volunteers and trustees of Orchard Vale Trust will show commitment to promoting a harmonious working environment and will not harass or intimidate any employee, volunteer or trustee because of their race, gender, marital status/ civil partnership, sexual orientation, gender re-assignment, age, ethnic origin, disability, religion or belief, status as a carer, offending background or any other personal characteristic or circumstance.

4.3 Orchard Vale Trust expects employees, volunteers and trustees to cooperate with measures introduced to ensure equality of opportunity and increase diversity.

5. IMPLEMENTATION

5.1 Orchard Vale Trust will achieve the aims of this policy through monitoring, action planning and regular reviews and by demonstrating a willingness to tackle problems which arise in a fair and consistent manner.

5.2 Orchard Vale Trust will make reasonable adjustments to its premises and working practices to ensure as far as practical employees, volunteers and trustees can take a full and active part in its work.

5.3 Orchard Vale Trust will provide training and guidance on equal opportunities and diversity for all employees, volunteers and trustees.

5.4 Orchard Vale Trust will endeavour to deliver services in a way that recognises the importance of an inclusive society and which gives access and opportunities rather than maintaining barriers.

5.5 Responsibility for implementing and reviewing the success of the policy rests with the trustees. Overall responsibility for putting in place procedures to ensure equality of opportunity and increase diversity rests with the most senior member of staff.

5.6 Breaches of policy will be dealt with as follows:

- a breach of this policy by an employee will be regarded as misconduct and dealt with under the disciplinary policy
- a breach of this policy by a volunteer will be dealt with under the procedure for dealing with inappropriate behaviour by a volunteer
- a breach of this policy by a trustee will lead to the following procedure:
- a panel of at least two board members will review the evidence and meet with the trustee, who will have the opportunity to have their case heard
- the panel will make a decision on whether to recommend to the Council if the trustee is to be removed from the Council
- the trustee will have the right of appeal to a panel of at least two trustees not previously involved in the situation.

6. LEGISLATION

6.1 Orchard Vale Trust will comply with the following legislation:

6.2 The Equality Act 2010

6.3 Civil Partnerships Act 2004

6.4 Rehabilitation of Offenders Act 1974

7. LEARNING AND DEVELOPMENT

7.1 General learning and development requirements relating to the diversity and equality policy are contained in the Common Standards Training adopted by Orchard Vale Trust and will always form part of its learning and development policy, procedure and guidance

8. REVIEW AND ADOPTION OF THIS POLICY BY COUNCIL

8.1 Council will formally adopt the diversity and equality policy and to ensure that a documented record is kept of their decision to do so.

8.2 Full details of the policy (including its title and reference number) and the date it was adopted will be documented in the minutes of the appropriate trustee board meeting as evidence of the decision taken. The minutes will be signed by the chair of the trustees on behalf of the board.