



Equality and Diversity Policy

Person Responsible:	Service Manager
Author:	Sarah O'Neil
Date:	February 2023
Version:	3
Review Date:	February 2026
Approved by:	SMT

DOCUMENT HISTORY

Date	Author/Editor	Summary of Changes	Version No.
14.06.2018	Adele Houston	Review of 1 st version of policy	1
10.05.2019	Robert Krawczyk	Creation of 2 nd version of policy	2
09.02.2023	Sarah O'Neil	Review of version 2	3

Please note that the only valid version of the policy is the most recent one. Whilst this document may be printed, the electronic version posted on the intranet is the controlled copy. Any printed copies of this document are not controlled. As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the intranet.

CONSULTATION AND RATIFICATION SCHEDULE

Name of Consultative Body	Date of Approval
Senior Management Team	14.06.2018
Senior Management Team	10.05.2019
Senior Management Team	09.02.2023

CROSS REFERENCE TO OTHER POLICIES / STRATEGIES

This policy should be read in conjunction with:	Detail
Policy 27	Grievance Policy and Procedure

Keywords: equality, diversity

CONTENTS

1.	OUR COMMITMENT	1
2.	WHO MUST COMPLY WITH THE POLICY?	1
3.	WHAT IS THE POLICY?.....	1
4.	HOW IS THIS POLICY IMPLEMENTED?.....	2
5.	EQUAL OPPORTUNITIES IN EMPLOYMENT	3
6.	PROMOTION, RECRUITMENT AND SELECTION.....	3
7.	TRAINING.....	3
8.	CUSTOMERS, SUPPLIERS AND OTHER PEOPLE NOT EMPLOYED BY PRIMECARE HEALTH LTD.....	4
9.	MONITORING DATA	4
10.	GRIEVANCES	4
11.	YOUR RESPONSIBILITIES.....	5
12.	MONITORING AND REVIEW	5

1. OUR COMMITMENT

This policy demonstrates how Primecare Health LTD values diversity, how it meets its responsibilities set out in legislation and how it has due regard to equality in the delivery of all its functions.

All employees have the right to be treated fairly with dignity and with respect. In particular the Equality Act 2010 covers nine protected characteristics:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (ethnic origin, nationality, skin colour)
- Religion and Belief
- Sex/gender
- Sexual orientation and
- any other status as identified within the European Convention of Human rights and any other domestic or relevant UK or EU law.

This policy is in place to ensure as far as possible that these rights are respected and observed.

2. WHO MUST COMPLY WITH THE POLICY?

- All employees
- Senior Management Team
- Anyone delivering services on behalf of Primecare Health LTD such as contractors, volunteers, partner organisations and people on work placement.

3. WHAT IS THE POLICY?

The Primecare Health LTD Equality and Diversity Policy is in place to encourage respect for diversity and eliminate discrimination in both its role as an employer and as a provider of services.

Primecare Health LTD aims to create a culture that respects and values difference, that promotes fairness, dignity, and respect, and that encourages individuals to develop and maximise their true potential.

Primecare Health LTD will not tolerate homophobic, racist, sexist or any other unjust or unlawful discrimination, harassment, or victimisation by any of its staff, contractors, or partners, including those who deliver services on our behalf or those for whom we provide services. Where discrimination has taken place, action will be taken in accordance with our Disciplinary Policy.

This principle applies to all conditions of employment. It also applies to the provision of and access to services, whether supplied directly by Primecare Health LTD, or by organisations on Primecare Health LTD's behalf. In providing services, Primecare Health LTD or those organisations acting on its behalf must be able to demonstrate that they have considered the needs and characteristics of individuals that use our services, and in view of these, have considered the appropriateness and accessibility of the services being offered.

This policy supports Primecare Health LTD's Diversity and Equality Strategy.

4. HOW IS THIS POLICY IMPLEMENTED?

The policy is implemented by adherence to the following principles:

- At every Sub-Group, Management Meeting, working Group, development Group, Diversity and Equality issues will be on the agenda and addressed in an open forum.
- An Equality Impact assessment will be carried out whenever there is development of a Policy, Practice, Change Activity, or Procedure.
- No form of intimidation, bullying or harassment will be tolerated and will be dealt with through the Disciplinary Policy.
- to ensure learning, development and progression opportunities are available to all.
- to regularly review services to ensure they are accessible and appropriate.
- to provide information and training to all employees, trustees, casual workers, and volunteers to ensure that they are fully aware of the issues relevant to Equality and Diversity and their responsibilities relating to it.
- to develop Equality Action Plans, to ensure our Equality and Diversity Policy is fully implemented.
- to ensure the policy is fully supported by the Senior Management Team and to monitor and review the policy every three years.
- Monitoring equality information to highlight possible inequalities, investigate their underlying cause and take any appropriate action.

This policy is implemented by the following procedures:

- Development of Equality Impact Needs Assessments
- Equality Action Plans within each service
- Primecare Health LTD Business Plan
- Recruitment and Selection Procedures
- Disciplinary Procedure and Rules
- Dignity at Work Policy
- Grievance procedure
- Complaints procedure
- Provision of Learning and Development

5. EQUAL OPPORTUNITIES IN EMPLOYMENT

Primecare Health LTD will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline, and selection for redundancy.

Primecare Health LTD will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the organisation considers it has good reasons, unrelated to any protected characteristic, for doing so. The organisation will comply with its obligations in relation to statutory requests for contract variations. Primecare Health LTD will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

6. PROMOTION, RECRUITMENT AND SELECTION

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Primecare Health LTD cannot lawfully discriminate in the selection of employees for recruitment or promotion, but the organisation may use appropriate lawful methods, including lawful positive action, to address the under-representation of any group that the organisation identifies as being under-represented in particular types of job.

7. TRAINING

Primecare Health LTD will provide training in Diversity and Equality to managers and others likely to be involved in recruitment or other decision making where Diversity and Equality issues are likely to arise.

Primecare Health LTD will provide training to all existing and new employees and others engaged to work at the organisation to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. Primecare Health LTD will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

8. CUSTOMERS, SUPPLIERS AND OTHER PEOPLE NOT EMPLOYED BY PRIMECARE HEALTH LTD

Primecare Health LTD will not discriminate unlawfully against customers using or seeking to use services provided by the organisation.

Employees should report any bullying or harassment by customers, suppliers, visitors, or others to their manager who will take appropriate action.

9. MONITORING DATA

Primecare Health LTD will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups. By monitoring this information Primecare Health LTD is able to highlight possible inequalities, investigate their underlying cause and take any appropriate action to address problems that may be identified as a result of the monitoring process.

Monitoring also provides the data for review of policies and for identifying areas requiring improvement and understanding the impact of policies and procedures on people with protected characteristics.

10. GRIEVANCES

If you consider that you may have been unlawfully discriminated against, you may use the Primecare Health LTD's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

Primecare Health LTD will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Use of Primecare Health LTD's grievance procedure does not affect your right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

11. YOUR RESPONSIBILITIES

Every employee is required to assist Primecare Health LTD to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, the organisation for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or service users are disciplinary offences and will be dealt with under the organisation's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

12. MONITORING AND REVIEW

This policy will be monitored periodically by Primecare Health LTD to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the organisation will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, Primecare Health LTD will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.