

Equality, Diversity, and Inclusion Policy



CARESCO is committed to encouraging equality, diversity and inclusion among its Trustees, Staff, Volunteers, Members and Service Users, and eliminating unlawful discrimination.

The aim is for our Trustees, Staff, Volunteers, Members and Service Users to be truly representative of all sections of society and our end user, and for each Staff member and Volunteer to feel respected and able to give their best.

CARESCO - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of end user's or the public.

This policy's purpose is to:

- provide equality, fairness and respect for all in our Trustees, Staff, Volunteers, Members and Service Users whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

CARESCO commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued.
- This commitment includes training managers and all other staff members and volunteers about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff members or volunteers conducting themselves to help the organisation provide equal opportunities in employment and to prevent bullying, harassment, victimisation, and unlawful discrimination.
- All staff members and volunteers should understand they, as well as CARESCO, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees/volunteers, service users, suppliers and the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees/volunteers, service users, suppliers, visitors, the public and any others in the course of the CARESCO's work & activities.
- Such acts will be dealt with as misconduct under CARESCO's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Make opportunities for training, development and progress available to all staff and volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Decisions concerning staff and volunteers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the staff and volunteer teams regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

This equality, diversity and inclusion policy is fully supported by the Trustees of CARESCO.

Details of CARESCO’s grievance and disciplinary policies and procedures can be requested from the office. This includes with whom an employee should raise a grievance – usually their line manager.

Use of CARESCO’s grievance and/or disciplinary procedures does not affect an employee’s right to make a claim to an employment tribunal within three months of the alleged discrimination.

The management board of CARESCO trustees should review this policy at 3 year intervals or as appropriate.

Approved by the CARESCO trustees

Signed.....
(Chair of **CARESCO Ltd**)

Date.....2nd December 2021