

Addiscombe Neighbourhood Care Association  
St Mildred's Centre  
30 Bingham Road  
Croydon  
CR0 7EB

020 8654 5062



## Quality Assurance Policy Equal Opportunities Policy

### Equal Opportunities Policy

#### 1. General Statement

Addiscombe Neighbourhood Care Association has a duty to recognise diversity and as such will treat all people with dignity and respect, recognising the value of each individual.

Addiscombe Neighbourhood Care Association is committed to eliminating all forms of discrimination on grounds of race, gender, disability, age, sexuality and religion.

Addiscombe Neighbourhood Care Association is committed to facilitating individuals' access to its services and resources in order to meet their differing needs. As such all who come in to contact with Addiscombe Neighbourhood Care Association can expect us to treat all users fairly.

#### 2. Introduction

Addiscombe Neighbourhood Care Association will seek to:

- ensure fair and equal recruitment of all paid and non paid staff
- ensure fair and equal treatment of all staff and service users, providing services to all according to people's needs without prejudice or bias, working in partnership with all sectors of the community
- develop a culture and working environment free from discrimination and harassment
- act promptly on any complaints of discrimination and harassment
- provide a safe, secure and accessible working environment which values and respects individuals' identities and cultures
- monitor and review all policies and procedures from an equalities perspective to ensure they do not discriminate
- encourage and help staff to reach their full potential whilst adopting this commitment.



### **3. Recruitment**

Addiscombe Neighbourhood Care Association strives to be an equal opportunities employer who aims to ensure that all job applicants, trustees, volunteers, external consultants and trainers will have access to an open and transparent recruitment process and conditions of employment.

Addiscombe Neighbourhood Care Association will ensure that management practices, policies and procedures within the organisation will be free from discrimination and in line with this policy. Where appropriate, Addiscombe Neighbourhood Care Association will use positive measures to try to ensure that the workforce reflects and meets the needs of Trustees, staff, member groups and service users.

This policy will be brought to the attention of all Trustees, staff and member groups and reference to this statement will be included in job application packs, contracts of employment and contracts with external agencies.

### **4. Implementation**

The Trustees of Addiscombe Neighbourhood Care Association have overall responsibility for the implementation and monitoring of this policy.

Addiscombe Neighbourhood Care Association will continually review, monitor and evaluate all policies, procedures and practices in service delivery and employment to ensure that they conform with this policy and meet the needs of its users.

All Trustees, staff, volunteers, external consultants and trainers will be made aware of their responsibility for the effective operation of the Addiscombe Neighbourhood Care Association Equal Opportunities Policy to ensure that this policy works in practice.

### **5. Training**

Training will be made available to all trustees, staff and volunteers. It is the responsibility of every individual to participate in the equal opportunities training that is provided.

Subject to the requirements of their jobs all Trustees and staff will be encouraged to attend courses relevant to their current post or personal development.

### **6. Procedure for dealing with complaints**

If you feel you have been treated unfairly or discriminated against please report the incident in writing to the Co-ordinator. It will then be investigated using the Addiscombe Neighbourhood Care Association Complaints or Grievance Procedure.

All complaints are taken seriously however complaints or allegations of an unfounded or malicious nature will also be treated seriously. Anyone found to be in breach of this policy may be liable for disciplinary action.



## 7. Definitions

### **Direct Discrimination**

Treating an individual less favourably because of, for example, their race, gender or sexual orientation, disability, age, religion or belief

### **Indirect discrimination**

When a criterion, provision or practice is applied that disadvantages people of, for example a particular race, gender or sexual orientation, disability, age, religion or belief, unless it can be objectively justified.

### **Institutional discrimination**

Institutional discrimination is the collective failure of an organisation to provide an appropriate service to people because of their difference including race, gender, caring responsibility, disability, gender re-assignment, age, social class, sexual orientation and religion or belief. It can be seen in processes, attitudes, behaviour and power imbalances that discriminate through unwitting prejudice, ignorance, thoughtlessness and stereotyping, which disadvantage these people.

### **Sexual discrimination**

Treating individuals less favourably because of their sex unless there is covered by a legal exception.

*The Sex Discrimination Act 1975 makes discrimination unlawful on the grounds of sex and marital status, and gender reassignment.*

### **Sexual harassment**

Unwanted conduct of a sexual nature, which includes physical, verbal and non verbal conduct.

### **Disability discrimination**

Discriminating against people with physical or sensory impairments, learning disabilities or mental/emotional distress.

### **Ageism**

To make negative assumptions leading to prejudice and discrimination about the abilities and capabilities or individuals based on their age, old as well as young. Without taking consideration their past experience or their potential, if training was provided.

### **Religious and faith Discrimination**

Making jokes about someone's faith, belittling beliefs or unreasonably promoting your own faith can be.

### **Racism**

Racism is a general term to describe the conduct, practice and attitude that advantages or disadvantages people because of their skin colour, culture or ethnic origin.





### **Institutional Racism**

The collective failure of an organisation to provide an appropriate service to people because of their colour, culture or ethnic origin. It can be seen or detected in the processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people.

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Prepared by	C. R. Gee: Trustee
Authorised by	ANCA Trustees

