

Equal Opportunities Policy

St Helena Hospice is committed to being an organisation in which equality of opportunity is a reality for all

Everyone is to be treated fairly and with respect. Everyone is valued irrespective of disability, race, gender, gender reassignment, health, social class, sexual preference/orientation, marital status, nationality, religion, employment status, age or membership or non-membership of a trade union.

No one is to receive less favourable treatment on any of the above grounds or is to be disadvantaged by requirements, conditions or practices, which cannot be shown to be justifiable.

We will strive to prevent unfair treatment by operating fair, objective and systematic procedures for:

- good communications
- recruitment, selection, promotion, transfer and leaving
- managing individuals' performance, training, development and careers
- access to support system
- individual grievances, discipline
- ensuring the fair treatment and dignity of employees at work and making sure our workplaces are free from harassment, victimisation and bullying

This policy also applies to the volunteers, visitors including contractors to the company's premises, and staff when away from their normal work location on business related matters.

Equality of Opportunity means:

- treating people fairly and without bias
- encouraging, supporting and developing everyone's own and others' abilities to maximise their contribution to the organisation
- Everyone understanding what is expected of them in terms of work performance, standards and behaviour

Definitions of Principal Terms:

DISCRIMINATION. This occurs when someone treats another less favourably than they would someone else or applies a requirement or condition which whether intentionally or not, adversely effects one group considerably more than another and which cannot be justified.

These types of behaviour will not be tolerated and may result in disciplinary actions.

Everyone has a Responsibility

Every employee and volunteer has a responsibility not to behave in a way that could be offensive to others or to allow others to do so.

Every employee and volunteer has a personal responsibility to:

- treat people fairly and without prejudice
- value and respect others
- seek to develop their own skills and encourage others to do so.

Management Responsibility

** In this document the term “manager” covers any employee regardless of grade who has responsibility for others.

Managers ** have a particular responsibility for:

- Ensuring that the Policy is applied throughout the organisation
- Communicating the Policy
- Monitoring and reviewing the Policy
- Ensuring support is available to employees. e.g. Staff support

Training / Briefing

Briefing in respect of this policy will be provided for managers. Where it is recognised that additional training for managers is required in support of this policy, for example – interpersonal skills, listening skills, interviewing techniques etc. – such training will be arranged through the Line Manager and forwarded to the Education Team for action.

All employees will have access to the Recruitment Policy, along with all their policies and procedures on the public drive of Hospice computers. The policy will form part of Induction for all New Entrants to St Helena Hospice.

Complaints Procedure – Equal Opportunities

Any employee who feels they have been treated unfairly on equal opportunity issue should try to resolve the matter informally with their manager. If unable to do so, they should raise the matter formally with their manager, or another manager, who will be responsible for ensuring that the complaint is dealt with promptly and correctly through the St Helena Hospice Grievance Procedure.