

HEMEL HEMPSTEAD DAY CENTRE LTD

Company Registered in England No: 1288177

Registered Charity No: 272688

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Equality, Diversity and Inclusion Policy

Statement

At The Centre in the Park we recognise that discrimination is unacceptable. The aim of this policy is to ensure no job applicant, employee, worker, volunteer or user is discriminated against either directly or indirectly on the grounds of age, disability, race, gender, religion, beliefs, sexual orientation, marital status, pregnancy or maternity.

The Centre in the Park aims to create a culture that respects and values each other's differences. We recognise that individual differences bring value to our work and improve our ability to meet the needs of the people with whom we work.

Discrimination denies our human dignity, our freedom to be ourselves and our place in a free society. The Centre in the Park will not accept any form of discrimination in its work and is committed to challenging disadvantage and inequality. The Centre in the Park is fully committed to valuing and promoting equality and diversity in all aspects of our work.

To promote our commitment, we will ensure that the policy is on our website, a copy issued to all staff, volunteers, members and trustees and made known to all applicants for employment.

This policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We aim to maintain a working environment in which no employee, worker or user feels under threat or intimidated.

Policy

To deliver on our diversity policy and make our commitment to diversity more visible CITP will undertake the following:

- Incorporate diversity into our business plan and the aims and objectives of CITP
- Ensure that we have in place employment practices that treat individuals with fairness and respect
- Ensure our recruitment process fully reflects our diversity policy

- Ensure that all Trustees, staff and volunteers have an understanding of and commitment to diversity
- Ensure that no one connected with The Centre in the Park receives less favourable treatment on the grounds of age, disability, race, gender, religion, belief, sexual orientation, marital status and pregnancy or maternity
- Develop and deliver services in accordance with our diversity policy
- CITP will not tolerate discrimination, harassment, victimisation or bullying against any employee, volunteer, Trustee or service user
- Ensure that premises used in relation to our work are accessible and inviting for all members of the community

Employment of Staff

- CITP will ensure that recruitment and selection is carried out fairly and without discrimination
- New staff will receive induction for their role, which will take account of their personal needs
- An annual appraisal process is in place to review work and job descriptions
- Wherever possible CITP will consider individual needs and circumstances of all employees
- Opportunities for training will be made available to all staff, volunteers and Trustees
- All staff, volunteers and Trustees will receive a copy of our diversity and equality policy
- All staff will be encouraged to bring forward any concerns or suggestions they may have relating to diversity and equal opportunities.

Service Delivery and Provision

CITP is committed to providing high quality services that are accessible to all irrespective of race, age, religion, gender, sexual orientation, disability, illness, marital status or responsibility for dependents.

CITP aims to ensure that all of its services are delivered in line with this policy by:

- Promoting equality and diversity in our work with other agencies or individuals
- Ensuring that all services are responsive to the changing needs of our users
- Ensuring that information on the services delivered by CITP is widely available and targeted to ensure maximum awareness
- Ensuring that new services developed to meet identified needs of our users and their carers are based upon consultation and research with potential service users
- Ensuring that service delivery is monitored on an ongoing basis and regular feedback is sought from service users to inform future development

Trustees

The CITP Board of Trustees membership (including co-opted members) should aim to reflect a fair balance and representation of the local community and should endeavour to redress any imbalance of under-representation

Communications

CITP will endeavour to ensure that all communication whether internal or external is provided in accessible formats. We will when requested make information available in other formats and languages so as not to disadvantage people and use plain English in order to communicate effectively.

Contractors and Suppliers

As part of our commitment to equality and diversity CITP aims to work with other organisations/companies whose equality and diversity principles are compatible with our own.

Implementation and Monitoring

All Trustees, paid staff and volunteers will be expected to support this policy and its implementation and make a contribution to its ongoing development.

Ultimate responsibility for ensuring that CITP complies with its legal obligations with regards to equality and diversity rests with the Board of Trustees who will nominate a senior member of staff to ensure that the policy is implemented and to provide advice and support to the Board

A copy of the Equality and Diversity Policy will be on our website and given to all new Trustees, staff and volunteers

Legislation The Centre in the Parks commitment to valuing diversity is underpinned by its legal obligation to provide employment and services without discrimination under the following pieces of legislation

- Racial and Religious Hatred Act 2006
- Human Rights Act 1998
- Equality Act 2010

Equality recognises that inequality exists and that discrimination needs to be challenged. Everyone has the right to be treated fairly, has individual needs and the right to have those needs respected.

Diversity is about respecting difference. Diversity recognises that everybody is different - where there are people there is diversity in background, experiences, perceptions, beliefs and values. We need to understand, value and respect these differences.

Inclusion is about feeling valued for who you are and feeling respected. An inclusive organisation ensures that people have a sense of belonging

Equity

is about being just, impartial and fair and giving the same consideration and opportunities to one individual as it is afforded to another.

Direct Discrimination – is treating one person less favourably than another in the same or similar circumstances or segregating them from others solely because they

have, for example, a disability or illness. Refusing to employ someone who has the required skills because they are deaf or because they are pregnant would constitute such discrimination.

Indirect Discrimination – occurs where there is a requirement or condition which applies equally to everyone but which, in practice, has an adverse impact on a particular group and cannot be justified. For example an unnecessary physical or age requirement or the setting of language tests, where language skills or fluency are not really needed for a job.

Harassment - is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Bullying – is offensive, intimidating, malicious or insulting behaviour, is an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. For example ridiculing or demeaning someone – picking on them or setting them up to fail. Bullying and harassment are not necessarily face to face. They may also occur in written communications, email and phone.

Victimisation – occurs when a person is treated less favourably or is discriminated against because she/he intends to pursue their rights in respect of alleged discrimination.

Source: *National Association for Voluntary Community Action and ACAS leaflet "Bullying and Harassment at Work"*

Hemel Hempstead Day Centre Ltd is a non-profit making company 'Limited by Guarantee' the sole purpose of the company is to provide for the comfort and welfare of its members who are elderly residents of the Borough of Dacorum