



THE CARES FAMILY

EQUITY, DIVERSITY AND INCLUSION POLICY

The Cares Family is committed to championing equity, diversity and inclusion in every area of our work, and seeks to counter discrimination as well as practices that support systemic marginalisation. The aim is for our organisation to be a safe, open, welcoming place – and to be representative of our local communities, and for each team member to feel respected and able to give their best.

Our EDI principles apply to recruitment, promotion, performance appraisal, salary uplifts, disciplining, training, personal development opportunities and all other opportunities for advancement, as well as accountabilities. Decisions will be made on the basis of fair and objective criteria. Our selection procedures will be reviewed from time to time to ensure they are appropriate for achieving these objectives.

For example, prospective employees will not be asked about health, pregnancy, disabilities, faith, sexuality or any of the above characteristics before a job offer is made, unless there are questions necessary to establish if an applicant can perform the role, to protect candidates' health, to ensure candidates are eligible to work in the UK or for the purposes of positive action in recruitment under the Equality Act guidelines.

Assumptions about **immigration status** will not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the UK Border Agency. UK residents with Leave to Remain are eligible to apply for employment with The Cares Family.

If you are **disabled or become disabled**, we encourage you to tell us about your condition so that we can support you. If you experience difficulties at work because of your disability, you should talk to your line manager about any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager may wish to consult with you and your doctor about possible adjustments. We will always consider the matter with great sensitivity and within reason will try to accommodate your needs.

Part-time and fixed-term employees will be treated in the same way as full-time or permanent employees.

If you believe you may have been disadvantaged on discriminatory grounds, you are encouraged to raise the matter through our Grievance Policy (see Section 9.1).

Implementation of this policy is the responsibility of every employee. Failure to adhere to this policy may be regarded as a disciplinary matter.

1. **Purpose**

This policy's purpose is to:

- provide equity, fairness and respect for all in employment practices and procedures, whether temporary, part-time or full-time.
- not discriminate with regard to any characteristic protected in the Equality Act 2010, (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) or class.
- oppose and avoid all forms of 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.
- work against practices that contribute to systemic marginalisation.

2. **The Cares Family's responsibilities**

The organisation commits to:

- Encouraging equity, diversity and inclusion in the workplace, which will in turn positively impact its environment and mission approach; and creating a working environment free of bullying, harassment (overt and micro-aggressive), victimisation and discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Training all teams about their rights and responsibilities under the equity, diversity and inclusion policy and experiencing racism policy.
- Taking seriously complaints of bullying, harassment (overt and micro-aggressive), victimisation and discrimination by fellow employees, older and younger neighbours, partners, visitors, and the public and any others in the course of the organisation's activities and dealing with such acts as misconduct under the organisation's grievance, bullying and harassment and/or disciplinary procedures.
- Making opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents can be fully utilised to maximise the impact of the organisation.
- Making decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Reviewing employment and recruitment practices and procedures and working terms when necessary to ensure equity/fairness and updating them to take account of changes in the law.
- Monitoring the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability to

encourage equity, diversity and inclusion, and monitor and meet the aims and commitments set out in this policy.

- Ensuring consistent, fair and transparent recruitment processes that attract the highest calibre of employees.

3. Staff Responsibilities

3.1 All staff should understand that they, as well as their employer, can be held accountable for acts of bullying, harassment (overt and micro-aggressive), victimisation and discrimination, in the course of their employment, against fellow employees, older and younger neighbours, partners and the public. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

3.2 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.

The Equity, Diversity and Inclusion policy is fully supported by senior leadership and trustees.

Details of the organisation's Grievance and Disciplinary policies and procedures are available for all staff. This includes information about who employees should raise a grievance with – usually their line manager (or, their line manager's line manager if the grievance relates to their own line manager).

Use of the organisation'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 alleged discrimination.