

EQUAL OPPORTUNITIES, EQUALITY AND DIVERSITY

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Vista Care Solutions Ltd trading as Sunlight Care Newham. Registered in England. Company No: 11353031.
Registered Office: 3-9 Balaam Street, London, E13 8EB

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EQUAL OPPORTUNITIES, EQUALITY AND DIVERSITY

Introduction

Sunlight Care strives for high standards both as a provider of services and also as an employer. It is extremely important to encourage diversity and support a policy of equal opportunities in all areas of its work and responsibilities.

Aims

Sunlight Care aims:

- To ensure compliance with legislation on discrimination and equality and comply with the provisions of the Equality Act 2010, Disabled Persons Employment Acts of 1944 and 1958, the Sex Discrimination Act 1975 and the Race Relations Act 1976, The Employment Equality (Age) Regulations 2006;
- To create an environment free from harassment and discrimination;
- To encourage, promote and celebrate diversity in all activities and services;
- To ensure equal access to jobs and volunteer opportunities;
- To maximise the use of resources in the best interests of staff, volunteers, residents and stakeholders;
- To confront and challenge discrimination where and whenever it arises;
- To ensure, that the premises and services are accessible to all people including those with disabilities;
- To ensure that employment and advancement within the organisation is determined by objective criteria and personal merit.

Equal Opportunities ensure that policies, procedures and practice within Sunlight Care do not discriminate against the people within it and those who come into contact with it. It is about treating people fairly and equally regardless of who they are, their background, culture, colour, or their lifestyle.

Diversity ensures that all people are valued as individuals and are able to maximise their potential and contribution to Sunlight Care. It recognises that people from different backgrounds can bring fresh ideas and a different approach, which can make the way we work and learn more fun, more creative, more efficient, more innovative, and more beneficial to Sunlight Care.

Types of Discrimination

- Direct discrimination occurs when an individual is dealt with less favourably on the grounds of race, colour, nationality, ethnicity or national origin, sex, sexuality, gender reassignment, and disability of any kind. It can also occur because of marital status or caring responsibility, sexual orientation, age, physical, sensory or learning disability, mental health, political or religious beliefs, class, or HIV status.
- Indirect discrimination can occur when a requirement or condition, which although it applies equally to persons of all groups, is such that only a considerably smaller proportion of a particular group can comply with it.

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- Victimisation occurs when an individual is treated less favourably because that person has asserted rights or a position which others do not tolerate and are not justified in that lack of tolerance.
- Harassment means repeated, unreciprocated and unwelcome comments, looks, actions, suggestions or physical contact which is found objectionable and offensive and which might threaten an employee or participant or create an intimidating or uncomfortable environment. Harassment can be sexual, racial, directed against people with disabilities or indeed related to any characteristic exhibited by the individual.
- Sunlight Care urges staff, whether permanent, temporary or employed through an agency, and volunteers to be aware of the less obvious and insidious types of discrimination which result from general assumptions and pre-conceptions about the capabilities, attitudes, interests and characteristics of individuals. People must be able to act against unlawful discrimination without fear of reprisals.

Diversity

- Sunlight Care will actively encourage diversity to maximise achievement, creativity, innovation and good practice and to bring benefits to individuals and communities.
- Sunlight Care encourages all people it works with and for to contribute to an environment in which people feel comfortable in expressing how they feel and what they need, knowing they will be treated with respect and that their contribution will be valued as individuals.
- Sunlight Care will make reasonable adjustments to working practices, equipment and premises and offer, where appropriate, additional support to staff and volunteers to ensure that they are able to fully participate within the workplace.

Equality

Sunlight Care endeavours to be an equal opportunities employer and provider of services. No job applicant, employee, volunteer, member or service user should receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin; sex; marital status or caring responsibility; sexual orientation; age; physical, sensory or learning disability; mental health; political or religious beliefs; class; HIV status; employment status; unrelated criminal convictions; union activities. Nor will such a person be disadvantaged by conditions or requirements which cannot be shown to be justifiable. This principle applies to recruitment, promotion, training, benefits, facilities, and all terms and conditions of employment.

Compliance

Sunlight Care is committed to promoting equality of opportunity for all persons, promoting a good and harmonious working environment in which all persons are treated with respect, and where there is no unlawful direct discrimination, indirect discrimination, harassment, or victimisation.

Sunlight Care will fulfil all its legal obligations under the equality legislation and will comply with all applicable codes of practice, taking lawful, affirmative, and positive action, where appropriate, treating all breaches of its Equal Opportunities policy as misconduct by the employee concerned, which could lead to disciplinary proceedings.

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Sunlight Care will establish appropriate information and monitoring systems to assist the effective implementation of its Equal Opportunities policy. The effectiveness of its Equal Opportunities policy will be reviewed at least annually.

Responsibilities

The overall responsibility for equal opportunities and management of diversity is delegated to the Manager of Sunlight Care. However, all who work with or for Sunlight Care have an individual responsibility to comply with the policy and ensure a personal involvement in its application and to cooperate actively to make the environment we desire a reality.

Sunlight Care aims:

- To actively promote the benefits of employees being and participating in diversity, in employment, in training and in other activities;
- To seek the views and opinions of employees, residents, and their relatives on the operation of the policy;
- To offer advice and guidance to members of staff, and volunteers in Sunlight Care's equality and diversity policy and procedures;
- To ensure that the highest standards of Equality of Opportunities practice are observed in the delivery of services and to undertake training and development to ensure that competence is maintained at all times.

The person with responsibility for Equality and Diversity will:

- Ensure that Managers are appraised regularly on the effectiveness of equal opportunities and diversity within Sunlight Care;
- Ensure that the Equality and Diversity Policy is reviewed on an annual basis and any amendments or additions are made known to all employees, and those who have a business relationship with Sunlight Care.
- Review and approve policies, procedures and practices that impact on equal opportunities and diversity in practice;
- Coordinate the delivery of an equality and diversity strategy and action plan to be monitored and reviewed on a regular basis;
- Facilitate training and open discussion on equal opportunities and diversity issues as appropriate.

Recruitment and Promotion

- Clear and accurate information on vacant posts should be available through advertisement, covering job descriptions, specifications and interview arrangements. Vacancies should be advertised widely to reach the widest possible range of candidates, either internal and/or external.
- All recruitment material should not imply any group preferences, unless a genuine occupational qualification exists, limiting a post to a particular group.
- Applicants will be informed, through recruitment material of Sunlight Care's commitment to equal opportunities and diversity and the existence of this policy.

- Person specifications may include essential and desirable requirements that are necessary and justifiable.
- Staff and volunteers should be encouraged to discuss their development and training needs through a process of regular support and annual appraisals which will include an annual skills audit of employees.
- Job titles that are discriminatory must be avoided.

Training

- Sunlight Care will not discriminate in the provision of training courses, promotion, mentoring, secondment or other opportunities wherever possible.
- Appropriate training will be provided to enable staff and volunteers to perform their jobs effectively. The training offered will take into account the needs of all people.
- A briefing about the terms of this policy will form part of the Induction Process for all staff, including senior staff, and volunteers.

Residents

Sunlight Care strives to ensure that the residents are aware of their responsibilities to comply with the diversity policy in their relationship with other residents, contractors, agencies, staff, and visitors to Sunlight Care.



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