



# Diversity and Equality

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<b>Related HR Employee Handbooks</b>	<b>Related HR Managers' Handbooks</b>
1.1 Recruitment 3.1 Bullying and Harassment Guidelines	2.1 Bullying and Harassment

**Appendices**

Dyslexia Support Toolkit

## Introduction

We value people equally without discrimination with regard to gender, sexual orientation, age, race, beliefs, culture, chosen lifestyle or disability. This approach applies to the people we support, their families, Hft staff and others with whom we have contact.

### 1. Hft declaration

- 1.1 Hft will actively develop services that reflect and meet the diverse needs of the society in which we live.
- 1.2 Hft is committed to promoting equality and social inclusion throughout Hft. This is consistent with our vision, mission and values, and with our strategic plan, as endorsed by the trustees.
- 1.3 We are developing networks and partnerships to achieve this.
- 1.4 We will extend and adapt the way we work to enable greater access by members of ethnic minority communities.
- 1.5 We will direct our approaches to the recruitment and management of staff to reflect the communities in which we deliver services.

### 2. How we do this

- 2.1 The Chief Executive of Hft has overall responsibility for implementing the policy.
- 2.2 We all have a responsibility to promote diversity in the workplace.
- 2.3 All Directors and Regional Managers are responsible for ensuring that the policy is implemented within their own departments/ services (recruitment and selection, promotion and training of employees/the people we support) and in the delivery of services.
- 2.4 We have produced an action plan and established a diversity group to deliver and develop the plan.

### 3. The people we support: people with learning disabilities and their families

- 3.1 We will ensure that each person's individual support plan reflects their individual needs, wishes, beliefs and background.

- 3.2 We will support each person to have access to their cultural community as well as the community in which they live, so that they are able to actively participate and contribute in both.
- 3.3 We will strive to adapt and extend all our services, following the example of the Family Carer Support Service, so that they better support people from ethnic minority communities.

## 4. Staff

### 4.1 Recruitment:

- All external job adverts will contain the statement: 'Hft is committed to equal opportunities and welcomes applications from all sections of the community. Please visit our website for our diversity and equality policy.'
- There may be a genuine occupational requirement for a post to be gender- or race-specific and in these circumstances the advertised post will carry the statement: 'Hft is committed to equal opportunities.'

### 4.2 Training:

- If you are a new employee, an explanation of Hft's diversity and equality policy will be included in your induction.
- Training will be given to everyone (employees and people supported by Hft) who is involved in the selection or management of staff. This training will ensure that staff are familiar with the requirements of the law and aware of their responsibilities in carrying out Hft policy.
- Hft is committed to offering diversity training appropriate to the role.

### 4.3 Grievances:

- If you have a grievance regarding discrimination, care will be taken to deal effectively with any complaints pursued through Hft's Grievance, Disciplinary Procedure or Hft's complaints procedure.
- Discrimination and/or harassment on the basis of diversity are taken very seriously and are named examples of gross misconduct in Hft's Disciplinary Procedure and the Disciplinary Procedure during Probationary Period.

## 5. Harassment

- 5.1 Hft will not tolerate any harassment, from anyone within the organisation or anyone who comes into contact with it, whether or not it is diversity-related. Harassment means unwanted conduct, or other behaviour based on a person's unwelcome physical, verbal or non-verbal conduct.

## 6. Communication of policy

- 6.1 We will ensure that everyone is aware of Hft's policy and action plan, and how it is changing.

## 7. Monitoring

- 7.1 The diversity group will regularly monitor progress and report to management and the board.