



Policy Title	Date Implemented or Date of Last Review	June 2023
Equality	Date of Next Review	June 2026

Policy

The practice of equality within *Good News Nwk Ltd.* (the Home): -

- extends to all matters relating to employment, including recruitment, performance appraisal reviews, training, assessment for promotion, disciplinary action, pay reviews, terms and conditions, grievances, provision of employment references, etc.;
- covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation (these are known as “protected characteristics”), or offending background unless unequal, or different treatment can be shown to be justified and is appropriate;
- As a matter of principle, equality in opportunity and treatment applies in equal measure to suppliers, customers and others directly associated with the conduct of business.

It is the home’s clear objective and policy to embrace all of the principles of “equality of opportunity” described above and to eliminate discrimination and encourage diversity amongst its workforce.

Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workplace will be fully utilised to maximise the efficiency of the organisation. The home’s aim is to create a workforce which is truly representative of local society, and an environment where everyone feels they will not be bullied or harassed, unfairly discriminated against, or unfairly treated, and one where they will be respected, able to give of their best and where they know that important employment decisions are based on merit.

All employees are required to operate within the framework of this policy, and any conduct, either on or near home premises, or at social functions organised by the home, which is seen to be contrary to its aims will be investigated, and disciplinary action, which could include dismissal, may be taken.

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The Manager of the home has overall responsibility for implementation, review, monitoring, and ensuring corrective action where necessary.

Procedure

Training

The home will ensure that all employees are familiar with this Equality policy, and are aware, either through the induction training process, or specifically arranged training events, of their duties and obligations in ensuring the provision and maintenance of a just and equitable work environment which meets the home's overall aims and objectives.

Forms of discrimination

All employees of the home need to be aware that there are seven major forms of discrimination outlined in the Equality Act 2010 -

1. Direct discrimination;
2. Associative discrimination;
3. Perceptive discrimination;
4. Indirect discrimination;
5. Harassment;
6. Third-party harassment; and
7. Victimisation.

Direct discrimination - Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have or because they associate with someone who has a protected characteristic.

Associative discrimination - Associative discrimination is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perceptive discrimination - Perceptive discrimination is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect discrimination - Indirect discrimination can occur when you have a condition, rule, policy or even a practice in the home that applies to everyone but particularly disadvantages people who share a protected characteristic.

Harassment - Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”.



Third-party harassment - Third party harassment - The Equality Act makes the home potentially liable for harassment of its employees by people (third parties) who are not employees of the home, such as customers or clients. The home will only be liable when harassment has occurred on at least two previous occasions, and it is aware that it has taken place, and has not taken reasonable steps to prevent it from happening again.

Victimisation - Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

The home (and in certain cases the employee) may be liable to prosecution and a fine if it is shown that unlawful discrimination in any of the above forms has taken place.

People with a disability

The home recognises that bringing about equality for disabled people* may mean changing the way in which employment is structured, the removal of physical barriers and/or providing extra support. This is the duty to make reasonable adjustments and the home accepts its positive and proactive duty to take steps, which include consultation with the disabled worker, to remove or reduce or prevent the obstacles a disabled worker or disabled job applicant faces at work.

*A disabled person is someone who has a physical or mental impairment that has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Monitoring

The home believes it important that its stated aims and objectives regarding equality in employment are realised. To this end it will monitor the effectiveness of its policies, employment practices etc. It will do this by:

- a) General discussion through staff forums, team meetings, briefings etc.;
- b) Incorporating specific questions about equality in employee satisfaction surveys;
- c) Examining the composition of the workforce and assessing the number of employees who may be classified as coming from potentially disadvantaged groups. This may indicate, for example, an under (or over) representation which may be significant;
- d) Reviewing complaints, bullying or harassment claims or grievances which relate to equality issues;
- e) Collecting information about how many people with a particular protected characteristic apply for each vacancy within the home. This information will be treated in the strictest confidence and will not be used as part of the selection process. (See note at the end, on monitoring, not forming part of the policy.)



Positive Action

Selection for employment or promotion is based solely on merit, having regard to the requirements of the job. However, should obvious inequalities become apparent, and some form of positive action be considered desirable, then such action will be taken.

Grievances

Any employee who feels that they have been a victim of unlawful discrimination, in any of the forms outlined above are requested, in the first instance, to raise the matter informally with their Line Manager, or Supervisor, or if this is not practical (perhaps because that person is the subject of the complaint) his/her Line Manager or Supervisor. If this informal approach does not resolve the situation then the matter should be raised formally either through the home's Grievance Procedure or the home's "Dignity at Work" policy in cases where bullying or harassment is alleged. Customers, suppliers, job applicants or other non-employees who feel that they have been the victim of unfair discrimination, bullying, harassment or victimisation are asked to use the home's complaints procedure.

Review

The home will regularly review its practices, policies and procedures governing all aspects of employment, including recruitment, training, promotion, disciplinary action, etc. to ensure that there are no inherently discriminatory practices evident in any of the forms outlined above. Where such reviews throw certain practices into question or barriers to fulfilment of equal opportunities exist and where discrimination may be evident, albeit unintentional, then such barriers and/or practices will be removed and/or changed so as to remove any inappropriate discrimination or unfair or unequal treatment.

References to Legislation and Quality Standards	
Children's Homes (England) Regulations 2015	Regulation 13
Quality Standard	Leadership and Management