

Home Basics (Tweeddale) Ltd

Equality Policy

This Policy applies to paid employees and volunteers of Home Basics.

Adopted : August 2015

Last Reviewed :

Home Basics (Tweeddale) Co. Ltd: A Company Limited by Guarantee

Company No. 234746

Charity No. SC033827

HOME BASICS (TWEEDDALE) CO. LTD.

EQUALITY POLICY

HOME BASICS (TWEEDDALE) CO. LTD will be referred to throughout this policy as Home Basics.

POLICY STATEMENT

1. Home Basics recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees and volunteer to utilise the skills of the total workforce. It is the aim of the Company to ensure that no employee, volunteer or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).
2. Our aim is that each employee and volunteer feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees (whether part-time, full-time or temporary) and volunteer will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees and volunteers will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee and volunteer is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities will be made available to all employees and volunteers whenever possible.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.

- We will review all our employment and volunteer practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- The policy will be monitored and reviewed annually.

RESPONSIBILITIES OF MANAGEMENT

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Board of Directors. Managers will ensure that they and their employees and volunteers operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The Board of Directors will be responsible for monitoring the operation of the policy in respect of employees, volunteers and job applicants, including periodic audits.

RESPONSIBILITIES OF STAFF

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of personnel are crucial to the successful operation of fair employment practices. In particular, all employees and volunteers should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

THIRD PARTIES

Third-party harassment occurs where a Company employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Home Basics will not tolerate such actions against its employees and volunteers, and the person concerned should inform their manager at once that this has occurred. Home Basics will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

RELATED POLICIES AND ARRANGEMENTS

All employment and volunteer policies and arrangements have a bearing on equality of opportunity. The Company policies will be reviewed regularly and any discriminatory elements removed.

RIGHTS OF DISABLED PEOPLE

The Company attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of a paid employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

MONITORING

- The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole.
- The system will involve the routine collection and analysis of information on employees and volunteer by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of personnel who declare themselves as disabled will also be maintained.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

GRIEVANCES/DISCIPLINE

Under employment law, paid employees have a right to pursue a complaint concerning discrimination or victimisation via the Company Grievance Procedure.

Volunteers with grievances should refer to the Volunteer Problem Solving procedure.

Discrimination and victimisation will be treated as disciplinary offences for paid employees and they will be dealt with under the Company Disciplinary Procedure.

REVIEW

The effectiveness of this policy and associated arrangements will be reviewed annually.