



## **Equality and Diversity Policy**

### **1. Aims of the Policy**

Precious Moments and Health Ltd recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that Precious Moments and Health Ltd complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Precious Moments and Health Ltd is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that

- All employees and subcontractors are treated fairly and with respect at all stages of their employment.
- All employees and subcontractors have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of Precious Moments and Health Ltd, such as customers or clients.
- All employees and subcontractors have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees and subcontractors have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.



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### **2. Scope of this policy**

This policy sets out the Precious Moments and Health Ltd Equality and Diversity Policy and applies to everyone who works for Moments Precious and Health Ltd including temporary, casual and permanent employees, subcontractors, freelance workers and trustees.

This Policy applies to all stages of employment including recruitment and selection, promotion and training.

### **3. Policy Statement**

As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our service users/clients.

We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

- Moments Precious and Health Ltd is committed to equality and diversity in that respect, openness, recognition, empowerment and inclusion are all crucial to the organisation's published values.
- Moments Precious and Health Ltd understands the importance of opening up to all sections of the community.
- Moments Precious and Health Ltd is aware that it is not only illegal, but also immoral to discriminate in any of the ways listed below.
- Moments Precious and Health Ltd ensures fairness, equality and professionalism in all its dealings and will not tolerate discrimination, harassment or victimisation on the basis of an individual having, being perceived to have, or being associated with someone on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic origin, colour, nationality and national origin), religion or belief (including philosophical belief), sex or sexual orientation.
- Moments Precious and Health Ltd aims to create an inclusive working and studying environment in which all people are treated fairly and with dignity and respect.



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### **4. Responsibilities**

Moments Precious and Health Ltd is responsible for ensuring that it meets its legal obligation in respect of legislation relating to equality.

As an organisation, Moments Precious and Health Ltd is responsible for putting into place procedures and for encouraging a working culture and environment that complies not only with Moments Precious and Health Ltd published values, but also with its statutory, validation and accreditation obligations.

Employees and subcontractors of Moments Precious and Health Ltd have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with Mrs Mauva Johnson-Jones.

Breaches of this policy by employees may be dealt with Grievance Procedure.

Employees and subcontractors are also personally liable under equality legislation for any act of unlawful discrimination.

### **5. Practice**

In order to realise this commitment Moments Precious and Health Ltd will:

- Challenge inequality, prejudice and discrimination.
- Promote diversity in all its aspects to reflect the community we serve.
- Treat all people with respect and dignity.
- Provide an environment free from prejudice, harassment, discrimination (direct/indirect), discrimination arising from disability and victimisation.
- Ensure that all policies, strategies and procedures have had an analysis on the effect on equality (new documents when written and current documents during review) to ensure that, where appropriate, they promote equality and do not unlawfully discriminate.
- Work in partnership with recognised trade unions to ensure that staff are committed to the policy and it is fully effective.

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- Inform all employees and subcontractors about our commitment to equality and diversity.
- Ensure that staff are working to narrow achievement gaps between different groups of patients.
- Promote our commitment to equality and diversity through positive statements and images in marketing and communications activities.
- Develop, publish and implement a Single Equality Scheme which sets out how we will fulfil our statutory duties regarding promoting equality and tackling discrimination.
- Seek to develop partnerships with external groups and organisations to develop best practice and widen the scope of our diversity activities in the community.
- Employees who are in breach of the Equality and Diversity Policy and/or relevant legislation will be dealt with through formal disciplinary procedures.

### **6. Implementation of the policy**

All employees and subcontractors will be involved in creating an equality environment and one that values diversity.

#### **a. Recruitment**

New employees and contractors will receive equality training during induction and a rolling programme of appropriate training will be delivered regularly to all employees.

Additional information for employees and students will be disseminated through email and face to face meetings.

The Equality and Diversity policy will be given to all new employees at Induction and be available to all employees. All employees will be alerted to policy revisions.

#### **b. Communications**

Communication of the policy to job applicants, employees and subcontractors is available upon request.

The details of this policy will be proactively communicated and promoted to all current staff and new starters.

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### **c. Monitoring**

Moments Precious and Health Ltd undertakes monitoring that not only meets statutory requirements but also aims for best practice. If through monitoring any discrimination is identified Moments Precious and Health Ltd will take corrective action to eliminate it.

### **7. Reporting discrimination / potential discrimination**

Moments Precious and Health Ltd takes all claims of discrimination very seriously and will take appropriate action against those concerned. Discrimination occurs when someone directly or indirectly treats a person or a group of people unfavorably because of a protected characteristic of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. This covers all behavior including remarks and insinuation, both verbal and non-verbal, which cause offence.

Any member of staff who is subject to harassment, bullying or discrimination is encouraged to refer to Moments Precious and Health Ltd's Complaints Procedure Policy. This provides details of the steps that can be taken to deal with such an issue.

Employees and subcontractors should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of Moments Precious and Health Ltd. The company will not tolerate any harassment from third parties towards its employees and subcontractors and will take appropriate action to prevent it happening again.

If an employee or a subcontractor witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

### **8. Review**

This policy will be reviewed every year by Mrs Mauva Johnson-Jones to ensure that it remains up to date and reflects the needs and practices of the organisation.

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The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

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