

HEALTHY MINDS, HEALTHY BODS

EQUAL OPPORTUNITIES POLICY



Healthy Minds, Healthy Bods (HMHB) exists to maximise the well being of its staff. In pursuing this aim, it will strive for a just and inclusive society which gives everyone equality.

Vision Statement

- ◆ HMHB is committed to promoting equal opportunities in all areas.
- ◆ HMHB values diversity and encourages fairness and justice.
- ◆ HMHB wants equal chances for everyone to work, learn and live free from discrimination and victimisation.
- ◆ HMHB will combat discrimination throughout the organisation and will, wherever possible, help overcome discriminatory barriers.
- ◆ HMHB will encourage equality of opportunity for all people and actively promote good relations.
- ◆ HMHB will eliminate any conditions, procedures and individual behaviour that can lead to discrimination even when there was no intent to discriminate, with particular regard to; Race, Gender, Disability, Sexuality, Age, Religion and Belief, beyond Employment issues. HMHB recognises that individuals may experience disadvantage on more than one level.

HMHB will strive to:

- ◆ Offer services fairly to all people, ensuring that anyone in contact with the organisation is treated with respect, making provision for those groups within the community whose needs and expectations are met with less.
- ◆ Comply with all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support this legislation.
- ◆ Ensure all employment policies procedures, guidelines and circulars reflect and reinforce the organisation's commitment to equality.
- ◆ Ensure mechanisms are in place for responding to complaints of discrimination and harassment from employees and the public.
- ◆ Encourage disadvantaged groups and individuals to participate in the work of the organisation.
- ◆ Make this policy known to all employees, job applicants, and partners.
- ◆ Periodically review the Equal Opportunities policy

Accessibility Guidelines

- ◆ HMHB's services must be accessible to, and appropriate for, all the members of the community who might benefit from the work of the organisation.
- ◆ HMHB will take all reasonable steps to ensure its employment arrangements are accessible.

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HMHB will strive to:

- ◆ Facilitate physical access into any buildings that come under the control of the organisation. If unable to do this, HMHB will take all reasonable steps to provide an alternative method of making their work available to all groups.
- ◆ Monitor and evaluate accessibility in order to make any necessary improvements. In particular, using consultation to understand the needs and expectations of service users, potential users, and the workforce.
- ◆ Use communication methods that are appropriate and sensitive.
- ◆ Publicise, if necessary, the variety of ways in which services can be accessed.
- ◆ Improve, if required, the accessibility of employment arrangements or physical features of the workplace to meet the needs of staff and applicants with disabilities or other needs.
- ◆ Explore multi-channel access to information and services that extends choice and convenience to all of the organisation's clients.

Employment Training and Organisational Development

- ◆ HMHB is committed to ensuring that all of its employment policies, procedures, guidelines and circulars will reflect and reinforce the organisation's commitment to equality.
- ◆ HMHB will seek to create a prejudice-free and supportive working environment.

With regard to recruitment and selection, HMHB will strive to:

- ◆ Ensure that all employees are recruited and promoted on the basis of ability and other objective relevant criteria.
- ◆ Work towards ensuring that, through recruitment, its workforce best represents the community it serves.
- ◆ Be committed to equality of opportunity for all people and protect against all forms of discrimination, with a particular regard to: Gender, Race, Disability, Age, Sexuality, Religion and Belief.
- ◆ Ensure that it communicates job opportunities to all sections of the community. The organisation will scrutinise the recruitment process to ensure they do not discriminate or discourage applications from any sections of the community.
- ◆ Ensure that any of its employees who are part of any recruitment panel are trained on appropriate equalities issues.
- ◆ Use appropriate legislation as a framework for action to support the recruitment process in a positive way.
- ◆ Collect and use, if necessary, any recruitment information to support a fair and effective recruitment process.

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Training: HMHB will:

- ◆ Seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational needs.
- ◆ Provide any necessary training that complies with the organisation's equalities policies.
- ◆ Include, if necessary, equalities training as part of any probationary period of employment.
- ◆ Include, if necessary, equalities training as part of any management development programme.
- ◆ Provide, if necessary, equalities awareness training as part of any corporate training and development programme.

Monitoring and Evaluation: HMHB will:

- ◆ Continually monitor its workforce profile against the community profile so that it is reflective of the community it serves.
- ◆ Specifically monitor recruitment, promotion, and training opportunities and take up of training, pay, grievance, disciplinary and exit from employment.
- ◆ Continue to review its monitoring processes to comply with legislation changes.

Supporting Statements

- ◆ **Race Equality:** HMHB is committed to promoting a cohesive society and eliminating unlawful racial discrimination. The organisation will promote equality of opportunity and good relations between people of different racial, national and ethnic groups.
- ◆ **Disability Equality:** HMHB will not treat an individual less favourably directly or indirectly on the basis of any disability and will promote equality of opportunity for people with disabilities.
- ◆ **Gender Equality:** HMHB will not treat a person less favourably directly or indirectly due to gender or marital status.
- ◆ **Sexual Orientation:** HMHB will not discriminate directly or indirectly on the grounds of sexual orientation.
- ◆ **Gender Reassignment:** HMHB will not discriminate directly or indirectly on the grounds of gender reassignment.
- ◆ **Religion and Belief:** HMHB will not discriminate directly or indirectly on the grounds of religion or belief.
- ◆ **Age:** HMHB will not discriminate directly or indirectly on the grounds of a person's age.

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*Lawrence Curtis: Chief Executive
Summer 2018*