

Merton Mencap

**Equal Opportunities & Diversity
Policy**

September 2014



Merton Mencap
Equal Opportunities & Diversity
POLICY

This policy has been adopted by Merton Mencap through its Executive Committee which remains responsible for its review.

Original signed version is kept at the Merton Mencap office.

Signed: _____ Date: _____

Name: _____

Chair of Executive Committee

Signed: _____ Date: _____

Name: _____

Chief Executive

Record of adoption and review of this policy and procedure:-

Adopted:	16 September 2009
Reviewed:	28 June 2011
Reviewed:	2 November 2011
Reviewed:	9 September 2014

Merton Mencap

EQUAL OPPORTUNITIES & DIVERSITY POLICY

Statement of Policy

Staff and staff member includes Merton Mencap employees, bank workers and volunteers.

The aim of this policy is to communicate the commitment of the Chief Executive, Board of Trustees and management team to the promotion of equal opportunity and the valuing of diversity at Merton Mencap.

It is our policy to promote equal opportunity and value diversity. We are committed to treating people fairly and recognise the provisions set out in the *Equality Act 2010*.

Merton Mencap will not treat people less favourably due a *protected characteristic* (ref: *Equality Act 2010*), which includes:

- age
- sex
- race (including ethnic or national origins, colour and nationality)
- disability
- religion or belief (including lack of belief)
- marriage and civil partnership (including marital status)
- gender reassignment
- sexual orientation
- pregnancy and maternity

We are opposed to all forms of unlawful discrimination. All those having dealings with the charity or involved in its activities will be treated fairly and will not be discriminated against on any of the grounds stated above.

Equality commitments

We are committed to:

- promoting equality of opportunity for all persons
- promoting a harmonious environment at work and in all our activities in which all persons are treated with respect
- preventing unlawful direct/indirect discrimination, harassment and victimisation

Implementation

The Chief Executive has responsibility for the effective implementation of this policy. The Board of Trustees are responsible for monitoring the effectiveness of this policy. We expect all our staff to abide by the policy, and any related legislation, and help us to create an equality environment.

In order to implement this policy, we shall:

- publicise this policy to all staff, service users, members & others interested in our work
- reflect the aims of this policy in other Merton Mencap policies and procedures
- provide all staff with training in equal opportunity and diversity
- incorporate equal opportunities notices into relevant communications (e.g. job advertisements)
- promote positive images and role models which do not discriminate against anyone
- ensure those who are involved in decisions about recruitment or promotion will adhere to anti-discriminatory selection techniques, with particular reference to the five principles outlined in our *Positive About Disability* kitemark
- consider the needs and abilities of our staff and service users when planning and developing our programmes
- ensure that any premises we use for our services and activities are accessible for people with a disability, including ensuring appropriate toilet facilities are available
- collect data from our members and service users, staff and monitor it to ensure it reflects our policy
- seek to involve members and service users in the operation of our charity and its activities, in particular through representation on the board of trustees
- provide information in accessible format, where possible

Legislation, monitoring and review

Merton Mencap acknowledges the Equality Act 2010 as the legislation for ensuring equal opportunities. We will keep up to date on legislation relating to unlawful discrimination, equality of opportunity and good practice.

The effectiveness of this policy will be reviewed regularly, at least annually, and action taken as necessary. For example, where monitoring identifies an under-representation of a relevant group or groups, we will ensure that our practices, policies and procedures do not discourage such groups to be involved in our activities.

Equal Opportunities Monitoring Form

Merton Mencap requests that applicants for paid and voluntary positions complete our Equal Opportunities Monitoring Form. This is not a mandatory. Any information obtained from applicants who do complete the form is used for our monitoring purposes only and will

not affect any recruitment decisions or, if the applicant is successful with their application, their work with the charity.

Complaints procedure for challenging discrimination and prejudice

We listen to all complaints and treat them all seriously but, in particular, we are keen to hear any complaints in relation to discrimination and prejudice. Information about our complaints procedure is provided to all service users and advertised prominently on our web site.

Audit Guidance

Check	Evidence
Have all staff received training in Equal Opportunities & Diversity?	View main training record held at the office
Is recruitment for paid and voluntary positions managed fairly?	Check that all job adverts includes our commitment to Equal Opportunities Check how vacancies are advertised – do they reach all areas of the community? Check that all operational procedures to appoint candidates were followed (*also see Recruitment Policy & Procedure), particularly during the process of selecting for interview and deciding the appointment
Are our projects and activities reaching people with a broad range of backgrounds, reflecting the demographic of the borough?	Check monitoring stats for projects (e.g. disability type, ethnicity) and review this against expected demographic
Do our communications promote positive images and role models which do not discriminate against anyone?	Check web site, and our marketing literature Check whether our communications with users is accessible
Are our activities inclusive?	Check the profile of people taking part in our activities Are there any factors which prevent some people from participating?