



## Equality & Diversity Policy

Caritas is fully committed to the elimination of unlawful and unfair discrimination, and values the differences that a diverse workforce brings to the organisation.

Caritas is committed to equality of opportunity and developing a programme of best practice in areas of race, religion or belief, sex, marriage & civil partnership, sexual orientation, disability, age, gender reassignment, pregnancy and maternity, trade union or non-trade union membership, or any other irrelevant factor.

Managing diversity is about valuing and harnessing the difference between people, and the benefits that can be gained from those differences, in terms of the Caritas culture, services and working environment. Caritas recognises that organisational culture needs to be flexible and adaptable in order to realise the full potential of a diverse workforce.

The Equality & Diversity policy is applicable to all employees (including temporary workers, clients, contractors, candidates and suppliers). The policy applies to all processes relating to employment and training and to any dealings with customers and clients. Decisions relating to customers and communities will be based on business-related criteria only, and any irrelevant information will not form part of the process.

The Equality & Diversity policy will be reviewed on an ongoing basis to reflect changes in the law, demographics and internal business requirements. Progress relating to the policy will be recorded annually and a full report will be presented to the senior management team to debate progress and review the policy status.

The publication of an Equality & Diversity policy enables Caritas to send out a strong message of commitment, both internally and externally. Although the Equality & Diversity policy is a fundamental part of Caritas's vision, mission and values. We are committed to the following process:

### Responsibilities

Debbie Smith, Managing Director has overall responsibility for ensuring the Equality & Diversity Policy is put into practice. The HR Director will be responsible in her absence and is responsible for updating all our equality related policies and monitoring their effectiveness.

All employees have the responsibility to cooperate within the Equality & Diversity Policy and contravention of this policy will be treated as misconduct and will invoke the disciplinary procedure, which may result in dismissal.



## Communication

This policy can be found on our intranet and will be communicated internally via induction of new employees and training sessions for existing staff and company briefings. It will be communicated externally to our clients, customers and suppliers via the internet, our Recruitment Packs and publications.

The existence of this policy is not, in itself, enough to ensure genuine equality of opportunity. It is also necessary to implement the policy and to measure the success or failure of its implementation. Effective monitoring and evaluation is essential.

We will conduct periodic monitoring of the workforce to obtain information about the representation of groups of employees throughout different grades. The information will be reviewed by the Operations Board to determine it meets business goals.

Data collected from our various monitoring activities will be used to examine the success of the implementation of this policy to help determine what needs to be done to achieve genuine equality of opportunity for its employees and job applicants. January 2019  
January 2019

If you notice any discriminatory practice within Caritas, speak to any member of the nGAGE HR team or a director and give full details of the suspected discrimination. If the issue is not dealt with to your satisfaction, should follow the guidelines in our grievance procedure for raising a complaint.

## Putting it into Practice (for recruitment consultants)

In order to put our equality & diversity policy into practice in the day-to-day operation of our business dealing with candidates, the following procedures have been agreed:

1. Our employees must select candidates solely on the basis of ability, experience, qualifications and personality.

2. If a client asks you to discriminate unlawfully:

Do not say or do anything which might consent to or sympathise with the request (if you comply, you have acted unlawfully both personally and on behalf of Caritas).

Advise the client that under the requirements of equality legislation you can only select applicants on the basis of ability, experience, qualification and personality.

Reassure the client of the suitability of the candidates for the position.

Inform your manager who will consult with a director and HR about the appropriate action to take.



If the client does not claim an exception to the legislation (GOR) but insists on imposing discriminatory conditions, provide the following details to HR or a director:

- name and address of company
- job registration number(s)
- type of job(s)
- contact name
- telephone number
- details of instructions given by client
- action taken with dates

We are prepared to report such companies to the Equality & Human Rights Commission.

3. If a candidate reports a suspicion of unlawful discrimination against them:

Discuss the interview in detail with them, asking for reasons why they believe they have been unlawfully discriminated against.

Discuss the interview in detail with the client, asking for reasons why the applicant was considered unsuitable.

Keep records of your discussions.

Inform the candidate that if they wish to take the complaint further they can seek advice from their local job centre, a solicitor, or the Equality & Human Rights Commission on **0845 604 6610**.

## **Additional Equality Policies**

An Equality & Diversity policy cannot stand alone. The principles of best practice are embedded in all our policies and working practices to ensure that equality and diversity is dealt with in a strategic way.

The following policies and procedures can be found on the intranet and are available upon request.

- Flexible Working
- Grievance
- Harassment, Bullying & Victimisation
- Recruitment & Selection
- Training Policy