



**EQUAL OPPORTUNITIES AND DIVERSITY
POLICY**

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Equal Opportunities and Diversity Policy

It is the responsibility of the AT Medics Board of Directors to ensure that this policy is implemented, monitored and reviewed annually or earlier if legislative changes dictate.

We encourage a working environment in which diversity is recognised, valued and encouraged. We acknowledge the multi-cultural and diverse nature of the UK workforce and society in general. We are committed to principles of fairness and mutual respect in which the concept of individual responsibility is accepted by all. It is therefore your responsibility to ensure you observe and adhere to this policy at all times. Any breach is viewed seriously and will lead to investigation and potentially disciplinary action. This may include dismissal in instances of gross misconduct.

We recognise that discrimination in the workplace in any form is unacceptable and in most cases unlawful. We have adopted this policy to ensure all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this throughout all areas of employment; recruitment and selection, training and development, benefits, rewards and promotion, dealing with grievances and our treatment of disciplinary issues.

Our policy is maintained in accordance with current legislation. It is updated regularly in accordance with changes in the law. However, we recognise that equality of opportunity is best achieved by day to day commitment throughout the organisation with support and training where necessary.

The selection methods we use for recruitment are related to the requirements of the job and we do not seek irrelevant qualifications, experience or skills. Applicants for employment are short-listed/selected solely on the basis of their assessed capability.

AT Medics is committed to providing diversity and equality to all employees whether full time, part time or temporary. We therefore wholeheartedly accept our legal obligations under the legislation, identified below, which makes it generally unlawful to discriminate directly or, indirectly in recruitment, employment or after employment on the grounds of:

- Age,
- Disability,
- Gender Reassignment
- Marriage & Civil Partnership
- Pregnancy and Maternity,
- Race (which includes colour, nationality and ethnic or national origins)
- Sexual orientation
- Sex
- Religion or belief

These are known as '**protected characteristics**'.

We also undertake not to discriminate unfairly on the grounds of trade union membership and activity, political or religious belief and unrelated criminal convictions.

There are two types of discrimination that are unlawful: direct and indirect discrimination.

Direct discrimination is where a person is treated less favourably because of their race, sex, disability, sexual orientation, religion or belief, or age.

Indirect discrimination is where the employer applies a practice, requirement or condition which applies equally to all individuals, but which:

- Has an adverse disproportionate impact on a group of people because of their race, sex, disability, sexual orientation, religion or belief, or age and
- The employer cannot show it to be justified, and
- It causes detriment to the individual.

Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying, harassment or victimisation will be tolerated.

AT Medics is committed to implementing equality of opportunity in carrying out all its various functions. We are committed to the development of effective policy, strategy and standards and to the introduction of monitoring and information systems to review and evaluate progress towards the achievement of equality of opportunity.

All members of staff together with those involved in all activities are required to conduct themselves in accordance with our Equality and Diversity Policy. They are required to take personal responsibility in this area and work towards promoting respect for individuals. This will entail identifying and removing inappropriate behaviour and changing practices which perpetuate inequality and taking necessary action to challenge unfair, discriminatory or racist practices.

Members of staff can be held personally liable as well as, or instead of the Practice, for any act of unlawful discrimination. Staff who commit serious acts of harassment may be guilty of a criminal offence. Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the practice disciplinary procedure.

We believe that equal opportunities require a genuine commitment to this policy from everyone. For us this also has a duty to adhere to the key guidance in establishing, monitoring and evaluating our responses to the Equality Act, Disability Discrimination Act [DDA]; Sex Discrimination Act and Race Relations Act and all Amendments related to those Acts. Each and every one of us is a stakeholder in the success of this policy. We expect you to make a positive contribution towards maintaining an environment of equal opportunity throughout the organisation. Please ensure you observe this policy at all times. In particular, you have individual responsibility to adopt the following:

- Do not take unlawful discriminatory actions or decisions which are contrary to the spirit of this policy.
- Do not discriminate against, harass, abuse or intimidate anyone on account of their protected characteristics.
- Do not place pressure on any other employee to act in a discriminatory manner.
- Resist pressure to discriminate placed on you by others and report such approaches to an appropriate manager.
- Co-operate with any investigations including providing evidence of conduct which may amount to discrimination.
- Co-operate with any measures introduced to develop or monitor equal opportunity.

Discrimination is not just treating one person less favourably than another. It can take place against someone who *associates* with a person with a protected characteristic. It can be against someone *believed to possess* a protected characteristic (even though they don't). It can also be where something *particularly disadvantages* people who share a protected characteristic more than others.

It is fundamental to your employment that you treat and are treated by other employees and the people our organisation deals with considerately and with respect.

If you feel you have been subjected to discrimination, make clear to the individual concerned that you find it unacceptable. Person-to-person discussion at an early stage may be enough to resolve it without involving anyone else. Alternately, you could seek the help of a trusted colleague and ask them to approach whoever has caused you offence.

If discrimination continues, or you consider an instance to be particularly serious, you should implement the grievance procedure. You are assured that in raising a grievance, the matter will be dealt with promptly and in a discrete and caring manner. Should you feel that the grievance procedure is not the most appropriate way to raise your concerns, you may prefer to use our confidential reporting procedure instead. Please refer to our Grievance and Disputes Policy for more information.

Commitment to Review

The policy will be reviewed annually by the Senior Management of AT Medics.