

Equality Policy and Procedure

1. Policy Statement

Focus Care Link recognises that certain groups and individuals within society may be disadvantaged and discriminated against for a variety of reasons.

Focus Care Link is committed to eliminating any inequalities that may exist in the context of both employment and service delivery.

Focus Care Link recognises that discrimination in employment is unacceptable and believes it is in everyone's best interests to promote fair and equal treatment. This will help to ensure that Focus Care Links value and fully utilise the skills of their entire workforce and that the highest standards of services are provided.

Focus Care Link also values the diversity of the people and communities they serve and are committed to ensuring that services, facilities and resources are accessible and responsive to the needs of all individuals and groups within their communities.

Focus Care Links' are therefore committed to working towards the elimination of discriminatory attitudes and practices in the working environment and in the way services are commissioned and delivered.

2. Purpose

The purpose of this document is to establish Focus Care Links' policy on equality as it applies to: employment; service delivery, goods and service suppliers and contractors and outside agencies.

In particular, Focus Care Links will endeavour to ensure that no individual or group receives less favourable treatment either directly or indirectly on the grounds of:

- Language
- Nationality
- Age

- Disability
- Gender reassignment
- Marriage and Civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- or any other personal characteristic

3. Principles

The Policy will be underpinned by four fundamental principles:

Equality: working to eliminate inequality, discrimination, disadvantage and deprivation

Equity: being fair, reasonable and just in all its functions and activities

Quality: working for the highest achievable standards in service

Partnership: giving staff real involvement in and influence over decision making

4. Implementation

- 4.1 Focus Care Links will publicise its commitment to its Equality Policy to both existing and potential members of staff, partner organisations, contractors and the wider community.
- 4.2 The Policy will be supported by an equality action plan which will be accompanied by procedures which include the setting, monitoring and reviewing of objectives and targets to ensure that the policy achieves its aims.
- 4.3 When appropriate, a Welsh Language policy will be developed and implemented and subject to periodic review to assess progress in accordance with the relevant legislation.
- 4.4 Systems for monitoring the effectiveness of the Policy will be implemented and monitoring information will be provided on a regular basis to Focus Care Link.
- 4.5 Where necessary action will be taken to remove any actual or potential obstacle to ensuring that fair and equal treatment is being properly applied within Focus Care Link.

- 4.6 Focus Care Link will not tolerate discrimination by any of its staff and any acts of deliberate discrimination will be dealt with in accordance with the Disciplinary Policy.
- 4.7 Focus Care Link will keep under review its policies, procedures and practices to ensure that individuals are recruited, trained, developed and promoted on the basis of job requirements and the individual's merits and abilities for the job.
- 4.8 Focus Care Link will aim to ensure that equality is mainstreamed into every aspect of policy and practice as both employer and service commissioner. A process of impact assessment will ensure that the equality implications of any new policy, procedure or practice are considered before implementation.
- 4.9 Focus Care Link will provide training to effectively deliver the Equality Policy throughout the organisation. Focus Care Link will ensure, in particular, that equality awareness training is developed and delivered by people or organisations that are committed to the principles contained in this policy.

5. Positive Images and Language

Images and language can have a powerful influence on people's perceptions and attitudes, Focus Care Link is committed to ensuring that all its communications will promote images that reflect the full diversity of the local area and will use language that is appropriate for the communities involved.

6. Employment

- **Recruitment and Selection**

Focus Care Link policy is to attract and recruit solely on merit candidates of the highest quality. Focus Care Link will ensure that it has a Recruitment and Selection Policy that supports its Equality Policy in promoting fair and equal treatment. Focus Care Link recruitment practices will be monitored to ensure that its systems are open, accountable and fair and that certain groups are not potentially disadvantaged.

The selection process is of critical importance and must, therefore, be carried out according to objective, job related criteria. The effectiveness of the policy will be determined to a great extent by this aspect of the employment procedure. Through

appropriate training and monitoring, Focus Care Link will endeavour to ensure that managers making selection decisions will not discriminate, whether consciously or subconsciously, in making these decisions.

- **Employment Policies and Practices**

All of Focus Care Link employment policies and practices will reflect the principles of equality as set out in this policy.

- **Dignity in the Workplace**

Each employee is responsible for his or her own professional and personal behaviour and there is a requirement of all employees to conduct themselves in a manner that does not cause offence to another person.

- **Monitoring**

All employment policies will be subject to regular review and monitored through the equal opportunities monitoring process.

Management

November 2022