

EQUAL OPPORTUNITIES POLICY

HACO Health Care (**HHC**) is committed to taking positive and proactive step to ensure that we provide a safe and caring environment, free from discrimination, for Service Users, staff, volunteers, visitors and parent/carers.

HHC equal opportunities procedure aims to help everyone involved in the organisation to challenge both direct and indirect discrimination in decision making, employment and all other areas in our organisation. .

HHC will provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equal accessible to all.

HHC will welcome and encourage Service Users to get involved in our services and to comment on the effectiveness of our policies and procedures

HHC will:

- Ensure that the make-up of the management team and staff team at all levels reflects the make-up of the local community.
- Ensure that everyone who is part of our staff, Service Users and their representatives, volunteers and families will be treated with equal courtesy, understanding and respect.
- Promote understanding, respect, awareness of diversity and equal opportunity issues, in the planning and implementing of the services on offer to Service Users.
- Support Service Users to celebrate and express their cultural and religious identity by providing appropriate resources and equipment.
- Encourage staff to undertake Equal opportunities training, no longer than 6 months of being in employment, as soon as a course is available through the Local Council or another accredited trainer.
- Treat staff found acting in a discriminatory way as set out in the Staff Disciplinary policy.

Encourage Service Users to be involved in **HHC** services to achieve our objectives of this policy.

Fulfil all the legal requirements of the Disabled Persons Acts (1944 + 1958)
Race Relations Act 1976 amended 2nd April 2001, Sex Discrimination Act 1975 (1975), Children Act 2004 (1989), Disability Discrimination Act 2004 and Human Rights Act 1998.

Monitoring and evaluation

HHC will regularly monitor our service to ensure our Equal Opportunities Policy is being fulfilled and that they are reviewed on a regular basis. Staff will receive ongoing training and support and will be made aware of up to date information.

DEALING WITH RACIAL HARASSMENT

HHC is committed to promoting tolerance and fairness towards all members of staff volunteers, Service Users, parents/carers. We fully adhere to the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, which outlaw discrimination against anyone on grounds of race, colour, nationality or ethnicity.

HHC accepts its duty to try to eliminate discrimination and to promote equality of opportunity and good race relations.

All staff / volunteers and Service Users within **HHC** are entitled to an environment free from harassment and discrimination, as outlined in the Equal Opportunities policy.

Preventing Racial Harassment and Discrimination

HHC will proactively take steps to prevent racial harassment and discrimination, as **HHC** believes that this is more effective than tackling a situation once it has already occurred.

Therefore, alongside the procedures outlined in this policy to deal with incidents of racial harassment and discrimination, **HHC** will:

- Ensure that all Service Users are valued, irrespective of their race, colour, nationality or ethnicity.
- Encourage individuals to treat each other with respect, regardless of their race, colour, nationality or ethnicity.
- Acknowledge the existence of racism in society and take steps to promote harmonious race relations in our community.
- Promote good relations between different ethnic groups and cultures within the organisation and in the wider community.
- Ensure that different cultural and religious needs are met, understood and communicated to all individuals involved in the organisation.

Examples of Racial Harassment and Discrimination

The following examples will not be acceptable within **HHC**

- The use of patronising words or actions towards an individual for racial reasons- including name calling, insults and racial jokes.
- Threats made against a person or group of people of because of their race, colour, nationality or ethnicity.
- Racist graffiti, any other written insults, or the distribution of racist literature.
- Physical assault or abuse against a person or group of people because of their race, colour, nationality or ethnicity.

All staffs and volunteers will be encouraged to take responsibility for promoting racial tolerance and for protecting each other from racial harassment and discrimination by reporting any suspected incident to the Administrator in the first instance, or the Manager.

HHC is committed to ensuring that the workforce reflects the multicultural community that it serves.

To this end, **HHC** will:

- Advertise job vacancies in a variety of media sources and outlets and in a variety of places.
- Ensure that the organisation's human resource procedures prohibit racial discrimination and harassment, and investigate any concerns when this is suspected of failing.
- Investigate any allegation of racial discrimination or harassment according to the provisions of the Staff Disciplinary procedures and behaviour Management policies.
- Collect and monitor information about the ethnic background of the staff team and Service Users, where necessary.

Addressing Racial Harassment and Discrimination

If a member of staff/ volunteer/Service User becomes aware of an incident of racial harassment occurring in the organisation, they will be encouraged to report the incident to the Administrator or the manager. Any allegation made against a member of staff /volunteer or Service User will be investigated thoroughly.

The individual concerned will be told that such behaviour will not be tolerated in the organisation and that steps will have to be taken to ensure that it does not happen again. Each incident will be fully investigated and details will be recorded on the incident form within the communication folder

In the case of Service Users who are children, incidents will have to be reported to their parents / carer and a course of action agreed to resolve the situation as set out in the behaviour Management policy..

In the case of a staff or volunteer the staff disciplinary procedures policy will be followed and a record of the incident will be kept and made available if need be.

The Care coordinator is responsible for ensuring that all incidents are handled doth professionally and sensitively.

All incidents will be kept confidential, with initials being used in the place of names on the incident sheet within communication folder.

In cases where the Care coordinator is involved in an allegation, the Manager or the Trustees will handle the incident and investigate.

In all cases, continued racial harassment or discrimination from any individual will result in exclusion from the organisation, where all other efforts have failed to provide satisfactory resolution