

Equality, Diversity & Inclusion Policy

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Equality, Diversity & Inclusion Policy

Julia's House is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our clients, and for each employee to feel respected and able to give their best.

The Charity - in providing services and facilities - is also committed against unlawful discrimination of clients or the public.

We actively challenge discrimination, stereotyping and bias within the Charity and in the client families' homes.

Julia's House has an open access policy, whereby a professional, the parent/s and/or guardian or the individual themselves may complete a referral (all referrals must be with the parents'/guardian's permission). The criteria for a referral and the provision of care are:

“Young people with life threatening or life limiting conditions, whose quality of life is likely to be adversely affected by their condition, and who are not expected to have a normal life expectancy.”

Purpose

The policy's purpose is to:

- a. provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- b. not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- c. oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Commitments

The Charity commits to:

- a. encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- b. create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued
- c. This commitment includes educating all employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting

themselves to help the Charity provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, clients, suppliers and the public

- d. take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, clients, suppliers, visitors, the public and any others in the course of the Charity's work activities

Such acts will be dealt with as misconduct under the Charity's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence

- e. make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the Charity
- f. decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- g. review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- h. monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them regularly, and considering and taking action to address any issues.

The successful achievement of these commitments necessitates a contribution from everyone and employees have an obligation to report any act of discrimination known to them. If an employee considers that they are a victim of unlawful discrimination they may raise the issue through the Grievance procedure.

Details of the Charity's Grievance and Disciplinary policies and procedures can be found in the policies folders saved on the 'S' drive, and on Training Tracker.

In the Care Setting

We will always introduce a carer to a family with a view to the carer providing care for the child, and we recognise that there will be occasions where this may not result in both or either party being comfortable with the match. At this point, given the feedback from both

sides and on-the-job observation, if deemed appropriate, we will look to match the carer with an alternative family and the family with an alternative carer.

Both parties are able to disclose any feedback in a confidential and discreet manner and the decision to make alternative arrangements will be made on merit, not on any type of stereotype, bias or discrimination.

Care Team

There are detailed procedures and policies for the Care Team that can be found within the Induction pack. Each carer may expect the following:

- to be treated with respect and supported in their work
- to be trained to a competent level in mandatory areas and to their individual needs
- to be trained to a competent level to safely and ably care for their individual families
- to be protected by our Equality, Diversity and Inclusion policy
- protection from harassment, bullying and discrimination
- to have investigated fully, any complaint that the carer makes of harassment, bullying or discrimination through the grievance procedure
- access to training and refresher courses as appropriate
- to be provided with on going support, advice and guidance throughout their course of employment with Julia's House, with respect to individual need and circumstance
- to work within a safe and comfortable environment.

Families

Each child and their family may expect the following from Julia's House:

- to be treated with respect and according to individual needs
- a Care Plan and Agreement of Care which will be followed and reviewed as appropriate
- staff trained to a safe and competent level to provide respite care
- not to be discriminated against on the grounds of age, disability, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation, family unit
- to have allocated carers and a named nurse
- regular reviews to assess quality and level of care
- protection from discrimination, harassment and bullying
- to have investigated fully, any complaint that a carer makes of harassment, bullying or discrimination through the grievance procedure
- to be provided with on going support, advice and guidance throughout their care with Julia's House, with respect to individual need and circumstance.

Individuals and their families

Each family will meet with a senior member of the nursing team for an Assessment Visit to ascertain eligibility for care. This is carried out using the same guidelines and methods for each family ensuring that there is no discrimination under equal opportunities or the family unit. Any complaints received will follow the Complaints procedure.