



## *Sheffield Carers Centre*

### **Equality & Diversity Policy**

#### **Statement of intent**

Sheffield Carers Centre is committed to promoting equality of opportunity and recognises that no employees, volunteers, members or carers who use our services should experience discrimination on ground of caring responsibilities, race, gender, religion, ethnic or national origin, age, marital status, sexual orientation, political affiliation, economic status or disability. The Carers Centre will actively seek to eliminate all forms of discrimination which hinder equality of opportunity and the valuing of diversity.

This policy covers all areas of our work and activities, including the recruitment and selection of employees, volunteers and trustees, induction, conduct at work and disciplinary and grievance procedures.

#### **Definition**

Sheffield Carers Centre recognises that discrimination can take many forms. Direct discrimination occurs when a person is treated less favourably on the grounds of caring responsibilities, age, race, gender, ethnic or national origin, religion, sexual orientation, disability, economic status and political affiliation. Indirect discrimination can occur when criteria, policies or practices have the effect of disadvantaging some people because of their caring responsibilities, age, race, gender, ethnic or national origin, religion, sexual orientation, disability, economic status and political affiliation.

#### **Implementing the policy: Service Delivery**

All employees, volunteers and trustees have responsibility for ensuring that the day to day working practices reflect Sheffield Carers Centre's commitment to non-discrimination.

Sheffield Carers Centre will aim to provide welcoming and non-discriminatory services and to promote equality of access to its services by:

- Ensuring that publicity and information material is provided in appropriate styles, languages and wherever possible working with carers and organisations to agree appropriate media for information and promotion of services.
- Monitoring activity to identify any areas of potential discrimination with the intention of taking appropriate action.

- Working with organisations who work with black and minority ethnic community groups and disability groups.
- Providing training in equal opportunities for staff, volunteers and trustees.
- Challenging misinformed, negative or offensive remarks about individuals or groups in a constructive way in order to deliver services, which treat individuals and groups with respect.
- ensuring as far as reasonably practicable that our premises, and any premises we use outside the Centre, are fully accessible to people with disabilities.
- organising events and meetings which allow carers to be able to attend considering the time of day, the need for transport, interpreters etc.

### **Implementing the policy: Employment**

Sheffield Carers Centre recognises that implementing Equal Opportunities procedures in the way it recruits and select staff, volunteers and trustees is a vital step towards eliminating discrimination.

Sheffield Carers Centre is committed to making every effort to reflect the diversity of communities within which it works through its staff, volunteers and trustees.

The Carers Centre is committed to rejecting unlawful practice in implementing policies designed to promote equal opportunities in its employment practice. This is reflected in the following policies and procedures:

- Recruitment and selection
- Grievance and disciplinary
- Staff and volunteer code of conduct
- Bullying and harassment policy

Interview panel members will either have prior training in or experience of equal opportunities recruitment and selection, or will be given an introduction to and explanation of the procedures, which will be regularly reviewed to ensure non-discrimination and best practice.

**Adopted by the Management Committee, Jan 2013**