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| On Call Equality and Diversity Policy |                |                |
| VI                                    | Issued 04/2020 | Review 04/2022 |

# On Call Africa

## Equality and Diversity Policy

### 1. Introduction

This policy applies to all members of staff, volunteers, visitors, fixed term staff, contractors and agency workers for all aspects of our relations between staff members of all levels. This includes recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, discipline and grievance, termination of employment and monitoring.

The organisation is committed to equal opportunities in the work place and fully supports equality and diversity in the workplace. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

All employees should ensure that their behaviour at work creates an environment which is free from any form of bullying, harassment, victimisation and all other forms of discrimination.

The aim of the policy is to ensure no employee, worker or job applicant is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. (Protected characteristics)

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

## 2. Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with patients, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Bullying and Harassment Policy.
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## 3. Recruitment and Selection

The Company has a separate Recruitment and Selection policy which will be followed in conjunction with this policy.

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The recruitment and selection process is crucially important to any equality and diversity policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate against any of the protected characteristics when making their decision. Recruitment will be done on the basis of a candidate's merits and abilities only.

Job descriptions will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

Where necessary, job offers can be made conditional on a satisfactory medical check.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status will not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from UK Visas and

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Immigration.

#### **4. Training and Promotion**

The Company has a separate Training and Development Policy which will be followed in conjunction with this policy.

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

Training needs will be identified through regular 1-1 meetings. You will be given appropriate access to training to enable you to progress within the organisation and all promotion decisions will be made on the basis of merit.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all of you who should have access to them and that there are no unlawful obstacles to accessing them.

#### **5. Termination of Employment**

Redundancy criteria will be fair and objective and will not be discriminate towards any member of staff.

Disciplinary procedures will be applied without discrimination, whether they result in disciplinary warnings, dismissal or any other disciplinary action.

#### **6. Monitoring**

The Company has a separate Monitoring Policy which will be followed in conjunction with this policy.

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:-

- The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;

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- The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

## **7. Disabilities**

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

## **8. Part Time and Fixed Term Work**

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

## **9. Breaches of this Policy**

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

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If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or through our Bullying and Harassment Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.