
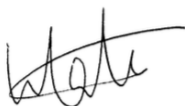



LATUS HEALTH

Document No:	Date Effective:	Document Title:
HR.10.001	20 May 2020	Equality and Diversity

Approvals

The electronic signatures below certify that this policy has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Signature	Position	Date
Prepared by:	 Victoria Tait	Quality Specialist	15 Apr 20
Reviewed by:	 Will Latus	Director	20 May 20
Approved by:	 Will Latus	Director	20 May 20

Amendment Record

This policy has been reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date

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1. SCOPE

This policy applies to all (both clinical and non-clinical) Latus Health Ltd (the Company) employees.

2. PURPOSE

The Company is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination. The aim is for our employees to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. The Company - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

This policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- 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
- 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
- ensure that no present or future employee or job applicant is disadvantaged by any conditions or requirements that cannot be justified and that the needs of particular groups are identified and addressed within legal parameters.
- ensure that in carrying out its activities, the Company will have due regard to promoting equality of opportunity, across all the company's activities, promoting good relations between people of a diverse background and eliminating unlawful discrimination.

3. Introduction

The Company believes in the principles of social justice, acknowledges that discrimination affects people in complex ways and is committed to challenge all forms of inequality. The Company will aim to ensure that:

- individuals are treated fairly, with dignity and respect regardless of their age, marital status, disability, race, faith, gender, language, social/ economical background or sexual orientation, gender reassignment, HIV status, trade union membership, and any other distinction.
- it affords all individuals, clients and employees the opportunity to fulfill their potential.
- it promotes an inclusive and supportive environment for employees' clients and visitors.

*This is a controlled document.
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- it recognises the varied contributions to the achievement of the company's goals made by individuals from diverse backgrounds and with a wide range of experiences.

4. Legislation

This policy is guided by the following principles:

- all staff, clients and visitors should enjoy a safe environment free from discrimination and harassment/bullying.
- all employees and clients should have equal access to quality services that are made available by the Company.
- all staff should have equal access to opportunities for personal, professional or academic development and career, progression and promotion opportunities.
- positive action initiatives continue to be used to redress inequalities and discriminatory practice
- all relevant stakeholders, including staff and clients have the right to be consulted about Company's policies procedures and practices and are encouraged to contribute to the decision-making processes of the company.

The Company will implement its' Equality and Diversity Policy in accordance with current legislation and codes of practice including:

- EU Anti-Discrimination Directives (which currently include the Race Relations Act 1976 (Amendment) Regulations 2003, Religion and Belief Regulation 2003 and Sexual Orientation Regulation 2003
- Special Educational Needs and Disability Rights in Education Act 2001
- Race Relations Amendment Act 2000
- Human Rights Act 1998
- Equality Act 2010
- Race Relations Act 1976
- Sex Discrimination Act 1975
- Equal Pay Act 1970 and Amendment 1983

5. Duties and Responsibilities

The Company has a legal and moral responsibility for ensuring that discrimination does not occur and is met by an effective policy that is continually monitored.

The organisation commits to encourage equality and diversity in the workplace as they are good practice and make business sense and 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.

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This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation 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, customers, suppliers and the public should take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities

Such acts will be dealt with as misconduct under the organisation'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.

The Company commits to 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 organisation. Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

The Company will 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 and 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.

The Managing Director has overall responsibility for coordinating implementation, monitoring and review of this policy.

Directors responsibilities will be to:

- Integrate disability equality into the Company's mainstream business.
- ensure that the necessary resources and expertise are made available within the organisation.
- create a climate in which discrimination is unacceptable and where good relations between all in the public health field are maintained.

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- provide services to clients in ways that respects them as individuals and put their needs at the centre.
- develop a workforce which includes disabled people at all levels of the organisation, and which affords genuine equality of opportunity for development and promotion.
- foster a culture in which compliance with this policy is regarded as integral to the work of the area and in which equality and diversity issues are actively promoted.
- ensure staff are encouraged, supported and enabled to reach their full potential identifying appropriate staff development for themselves and their staff to meet the needs of their respective areas
- ensure individuals have the confidence that any concerns they may have will be dealt with fairly and appropriately.

Employees have responsibility for:

- supporting and implementing the aims of this policy.
- promoting equality of opportunity.
- value and respect their colleagues on the basis of their behaviour, skills and performance in their day-to-day duties.
- supporting colleagues
- contributing to an environment free of fear or intimidation and which celebrates diversity.
- ensuring that their behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way.

5. Recruitment, Promotion and Staff Development

The Company has a Recruitment, Selection and Induction policy that is in accordance with current legislation and this policy. The policy aims to ensure that the recruitment of the most suitable person for the job is based on their skills, qualifications and capabilities and that no job applicant or employee receives less favourable treatment than another on any grounds covered by this policy or is disadvantaged by any conditions or requirements which cannot be shown to be justified.

6. Dignity at Work

The Company aims to create a culture in which all staff are treated with dignity and respect. This means that the company will put actions in place to remove the causes of harassment or bullying at work. The company will adopt a 'zero-tolerance' approach to any acts of bullying, harassment and/or victimisation. Directors have a responsibility to set the standards of acceptable behaviour expected of staff and should ensure that their own behaviour cannot be construed as personal harassment by acting with fairness and equity. Each member of staff carries responsibility for their own behaviour. Acts of bullying, harassment and victimisation may constitute gross misconduct, which can lead to instant dismissal.

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7. Balancing work and personal life

7.1 Caring for children and adults: The Company acknowledges that some employees have care responsibilities that may require flexibility and time-off to be dealt with. The Company try at all times to be reasonable and fair in granting any discretionary leave, considering the employee's circumstances when provided.

7.2 Flexible working: The Company is committed to offering a range of flexible working arrangements, which allow staff to balance work responsibilities with other aspects of their life.

All staff are entitled to apply for flexible working arrangements. Every application will be considered and only refused where there are reasonable business grounds for doing so.

The Company will specifically consider flexible working as part of our duty to make reasonable adjustments for disabled staff and job applicants under the Equality Act 2010, for staff returning from maternity leave and for staff with young and/or disabled children.

8. Breach of the Policy

This policy is fully supported by the Directors and the Company will take seriously any instances of non-adherence to the Equality and Diversity policy by staff or visitors. Any instances of non-adherence will be investigated and where appropriate will be considered under the relevant disciplinary policy for staff. Regarding any breach of the policy by visitors, the company will take appropriate action in relation to the nature of the incident.

A copy of the Company's grievance and disciplinary policies and procedures can be provided. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the Company's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

9. Monitoring and Review

The Managing Director will monitor performance against the company's published equal opportunities targets as appropriate. The Company will seek to assess the impact of its policies on staff to ensure that real improvements are being made in tackling discrimination and promoting diversity. This policy may be amended as and when it becomes necessary but shall be reviewed biennially as a minimum. All staff are encouraged to suggest any improvements in the light of their experience and this policy will be amended accordingly.

10. Equality and Diversity Policy Review

The Company will regularly review its practices for compliance with current regulations and other related policies. Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them biennially, and considering and taking action to address any issues.

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The review will:

- Identify areas of operation that are covered by the Company policies and identify which procedures and/or guidance should comply to the policy.
- Follow a mechanism for adapting the policy to cover missing areas if these are critical to the adhering to the guidelines of any area of equality and diversity and use a subsidiary development plan if there are major changes to be made.
- Set and maintain standards by implementing new procedures, including obtaining feedback where the procedures do not match the desired levels of performance; and
- Highlight where non-conformance to the procedures is occurring and suggest a tightening of controls and adjustment to related procedures.

The Company will share information on its achievements and areas for further improvement, by making public the results of the audit to its employees.

11. Record Keeping and Training

Access to Company Policies and Procedures will be given at Induction. This policy will be monitored biennially by the Company to review its effectiveness and will be updated, and employees notified in accordance with any necessary changes.