

Equality, Diversity and Inclusion Policy

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Definitions

Company	AAA Caring Caretaker
Responsible Person	Alison Stephenson

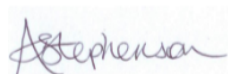
Statement from Alison Stephenson, Managing Director.

Individuals with different cultures, perspectives and experiences are at the core of the values and ethos AAA Caring Caretaker is driven by. We want to recruit, develop and retain the most talented people, regardless of their background and make best use of their talents.

AAA Caring Caretaker is passionate about our values in everything we do, and recognise that being a diverse and inclusive employer helps us fulfil our responsibility to make a difference for everyone. We strive to develop a work environment where we treat all employees as individuals, fairly and in a consistent way.

We work within the essence and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise. We will remove unnecessary barriers for our employees seeking opportunities through training and development, promotion and career planning.

We will continue to support our leaders, managers and employees to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions.



Alison Stephenson

1. The Purpose of the Policy

1.1 This policy sets out AAA Caring Caretaker's approach to equality, diversity and inclusion as we are committed to promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

1.2 AAA Caring Caretaker aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, selection, training and development of employees, and to pro-actively tackle and eliminate discrimination by having robust disciplinary measures in place.

2. Definition of the Policy

2.1 AAA Caring Caretaker believes that Equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups both in employment, and to goods and services.

2.2 AAA Caring Caretaker regard diversity as to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for AAA Caring Caretaker too.

2.3 Inclusion is regarded as being the process of providing every member of AAA Caring Caretaker with equal access to professional resources and opportunities. It's an integral element of our company culture that allows us to support and encourage each and every one of our employees to be their authentic self.

3. The scope of the policy.

3.1 The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a substantive or fixed-term contract.

3.2 Our policy is also applicable to associated persons such as, agency staff, sub - contractors and others employed under a contract of service with AAA Caring Caretaker.

3.3 Everyone has a personal responsibility for the application of this policy.

3.4 As part of the employee induction, everyone is expected to read and familiarise themselves with this policy, ensure that they fully understand it and that it is the ultimate responsibility of individuals to ensure they comply with the policy.

3.5 This policy is also of particular relevance to directors, line managers and other employees concerned with recruitment, selection, training and promotion procedures and employment decisions which affect others.

4. AAA Caring Caretaker's commitment.

4.1 Every employee is entitled to a working environment that promotes dignity, equality and respect for all.

4.2 AAA Caring Caretaker does not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic:

- age
- sex;
- sexual orientation
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- religion and or belief
- race (including ethnic origin, colour, nationality and national origin);
- disability;
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4.3 Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.

4.4 Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

4.5 No form of intimidation, bullying or harassment will be tolerated.

5. Steps to take if intimidation, bullying or harassment is experienced.

5.1 If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your line manager or another colleague in a relevant position of seniority.

5.2 You may decide in the alternative to raise the matter through AAA Caring Caretaker's Harassment Policy or Grievance Policy.

5.3 For types of discrimination see Section 7 to this policy.

5.4 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure.

5.5 AAA Caring Caretaker will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by AAA Caring Caretaker as a result.

5.6 However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under AAA Caring Caretaker's Disciplinary Policy.

5.7 A person found to have breached this policy may be subject to disciplinary action under AAA Caring Caretaker's Disciplinary Policy.

5.8 Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

6. When does this policy apply?

6.1 This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to work (e.g. at meetings, social events and social interactions with colleagues) or which may impact on AAA Caring Caretaker's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to AAA Caring Caretaker.)

6.2 AAA Caring Caretaker sets out below some specific areas of application:

6.2.1 Recruitment Selection for employment will be on the basis of aptitude and ability. Further detail is set out in AAA Caring Caretaker's Recruitment and Selection Policy.

6.2.2 Training: You may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

6.2.3 Promotion: All promotional decisions will be made on the basis of merit and will not be influenced by any of the protected characteristics listed above. Promotional opportunities will be monitored to ensure equality of opportunity at all levels.

6.2.4 During employment: The benefits, terms and conditions of employment and facilities available to employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

7. Types of Discrimination:

7.1 Direct discrimination: this occurs where one person is treated less favourably than another because of a protected characteristic set out in this policy.

7.1.1 By way of example, refusing to promote a pregnant employee on the basis that she is shortly due to go on maternity leave would be direct discrimination on the protected characteristic of the employee's sex.

7.2 Associative discrimination: this is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

7.2.1 For example, an employee is discriminated against because his/her son is disabled.

7.3 Perceptive discrimination: this is direct discrimination against an individual because others think they possess a particular protected characteristic.

7.3.1 For example, where co-workers believe the individual is gay. It applies even if the person does not actually possess that characteristic.

7.4 Indirect discrimination: occurs when an unjustifiable requirement or condition is applied, which appears to be the same for all, but which has a disproportionate, adverse effect on one group of people. This is discrimination even though there was no intention to discriminate.

7.4.1 For example, a requirement for UK based qualifications could disadvantage applicants who have obtained their qualifications outside of the UK; this could amount to indirect discrimination on the grounds of race.

7.5 Victimisation: this is where an employee is treated less favourably than others because they have asserted legal rights against AAA Caring Caretaker, or assisted a colleague in doing so.

7.5.1 For example, victimisation may occur where an employee has raised a genuine grievance against AAA Caring Caretaker and is demoted as a result.

7.6 Harassment: is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.”

7.6.1 It is important to remember that it is not the intention of the harasser but how the recipient perceives their behaviour, which determines whether harassment has occurred.