


<b>Equality and Diversity Policy</b>	
HRPOL10	
Dated: 1st July 2020	
<p><b>Who this policy applies to:</b> all colleagues whether full or part time working for NRS Healthcare including directors, managers, colleagues, trainees and casual workers. If you are not directly employed by NRS Healthcare (i.e. agency worker/contractor) this policy will still apply but may have some necessary modifications.</p> <p><b>Equality &amp; Diversity:</b> we have made all efforts to ensure this policy does not have the effect of discriminating, directly or indirectly, against colleagues, service users, contractors or visitors on grounds of race, colour, age, nationality, ethnic (or national) origin, sex, sexual orientation, marital status, religious belief or disability.</p> <p><b>Review period:</b> this policy does not form part of your contract of employment and we may change it from time to time. This policy is reviewed on an annual basis or in accordance with any change in legislation or company policy.</p>	

## 1. Introduction

We are committed to preventing discrimination, harassment or victimisation against any individual or group of individuals in relation to their age, sex, race, disability, religion or belief or whether they are or will be undergoing gender reassignment, are pregnant, on maternity leave or a member of a Trade Union.

Equality protects you from being discriminated against and is based upon our legal obligation to conduct our working operations within anti discrimination legislation.

Diversity is about respecting individual differences and encompasses visible and non-visible differences to make the best of people's talents regardless of their background.

## 2. Responsibilities

You should ensure that:

- you act in a way that treats others with dignity and respect
- you are mindful of what you may consider as innocent banter or the use of local colloquialisms, this can be discriminatory or cause offence to others
- you report any/incident or behaviour which would be considered unacceptable

Your manager will ensure that:

- steps are taken to eliminate unfair practices within their area whether a complaint has been made or not
- allegations of discriminatory behaviour or unfair practises are properly investigated and dealt with under the appropriate procedure

### 3. Protected Characteristics and groups

Equality legislation currently provides protection against unlawful discrimination in employment and service delivery on the following protected characteristics:

- Age
- Disability
- Sex
- Race
- Religion and belief
- Marriage and civil partnership
- Pregnancy, maternity and paternity
- Sexual orientation
- Gender reassignment (please refer to our Transgender Equality Policy HRPOL18)

The legislation also covers the following:

Direct Discrimination – where you are treated less favourably on the grounds of one or more of the protected characteristics above

Indirect Discrimination – where a condition or requirement has been put in place which means that there is a detrimental effect on you or a group of colleagues which cannot be justified

Harassment - where you suffer unwanted conduct, related to one of the protected characteristics that has the purpose or effect of violating your dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation – if you are treated less favourably because of a complaint or issue you have made or intend to make

Failure to make reasonable adjustments – if NRS fails to make reasonable adjustments to enable a disabled colleague to operate as any other colleague

### 4. Equality & Diversity Training

It is mandatory that you undertake the training course(s) applicable to your job role. The training is delivered via e-learning courses, you are required to complete the course within your first 4 weeks of joining NRS Healthcare.

We recommend that refresher training takes place on a 3-year basis or sooner where remedial training sessions are required to address specific equality and diversity concerns.

### 5. Procedure for dealing with discrimination

This policy should be read in conjunction with our Dignity at Work Policy (HRPOL07). The steps described within the procedure for dealing with bullying and harassment are equally as applicable if you feel you are being discriminated against in any way.

You may follow the grievance procedure if you wish to raise a complaint about equality at work. Please refer to the grievance procedure which is detailed in the employee handbook, there is also a form you should complete HRFORM05.

## **6. General data protection regulations (GDPR)**

When dealing with matters relating to equality and diversity, we will process your personal data collected in accordance with our Data Protection Policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the matter. Inappropriate access or disclosure of your data constitutes a data breach and should be reported in accordance with our Data Protection Policy.

## **7. Breach of Policy**

Any breach of this policy will be taken seriously by NRS, and will be investigated with the intent of resolving matters quickly and efficiently.

We encourage colleague to resolve issues informally wherever possible.

Any issues deemed serious enough by the Line Manager in conjunction with the HR team will be dealt with through our disciplinary procedure and could result in disciplinary action up to and including dismissal.