



EQUAL OPPORTUNITIES POLICY

1 The Issues

- 1.1 Overgate is committed to the principal of equal opportunities in employment and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination accorded to employees or job applicants, on the grounds of their race, religious beliefs, creed, colour, disability, ethnic origin, nationality, marital/parental status, sex or sexual orientation.
- 1.2 Overgate recognises its obligations under the Sex Discrimination Acts, Race Relations Act and Disability Discrimination Act and the spirit and intent of the related Codes of Practice.
 - For the elimination of discrimination on grounds of sex or marital status and the promotion of equality of opportunity in employment;
 - For the elimination of discrimination on grounds of race and the promotion of equality of opportunity in employment;
 - For the elimination of discrimination on the grounds of disability and the promotion of equality of opportunity in employment.

2 The Procedure

- 2.1 Overgate states its wholehearted support for the principals and practices of equal opportunity and recognises that it is the duty of all employees to accept their personal responsibility for fostering a fully integrated community at work by adhering to the principal of equal opportunity and maintaining racial harmony.
- 2.2 Overgate will actively promote equal opportunities throughout the organisation through the application of employment policies that will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities. All managers and supervisors will seek to ensure that all employees comply with these principals.
- 2.3 Overgate will ensure that individuals are recruited and selected, promoted and trained on objective criteria having regard to the relevant aptitudes, potential, skills, experiences and abilities. In particular, no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute indirect unfair discrimination. Reasonable adjustments will be taken where a disabled person is put in a detrimental position where these adjustments remove the detriment.

- 2.4 Overgate recognises the problems that sexual or racial harassment may cause at work and is committed to ensure that such unacceptable behaviour does not take place. Sexual harassment includes (but is not limited to) unwanted physical contact, suggestive remarks or behaviour, compromising invitations, demands for sexual favours and similar unwanted behaviour. Racial harassment includes derogatory treatment and language on racial grounds. All forms of harassment are abhorrent and will not be tolerated by Overgate. Sexual and racial harassment are regarded as unlawful discrimination and additionally may also be subject to criminal proceedings. All such cases will be dealt with under the Disciplinary Procedure.
- 2.5 Overgate recognises that the detriment a disabled person endures as a consequence of their disability can, in many instances, be removed by the adoption of reasonable adjustments. Overgate is committed to ensure that such adjustments will be effected where reasonably practicable and where the detriment is substantial.

3 Monitoring and Review Arrangements

- 3.1 Overgate recognises that the regular monitoring of ethnic origin, sex and disabilities of employees and applicants is essential to the thorough review of the effectiveness of this policy and to this end the hospice will initiate equal opportunity monitoring.
- 3.2 The successful implementation of this policy depends upon regular examination and progress towards equal opportunity.
- 3.3 Overgate will review the physical features and arrangements affecting any newly disabled employee and will take such steps as is reasonable to prevent substantial disadvantage.