

Equal Opportunities Policy

Policy Statement

Ace Care is committed to achieving a working and living environment which provides equality of opportunity and freedom from discrimination on the grounds of race, religion, sex, class, sexual orientation, age, disability or special needs. Ace Care is also committed to building a workforce which is diverse and reflects the community around us.

Aim of the Policy

The aim of Ace Care is to promote equal treatment for all employees and clients irrespective of race, colour, sexual orientation, nationality, ethnic origin, religion, political belief, disability, age, gender, or marital status, and that this is managed in compliance with equal opportunities legislation and accepted codes of a good home. We aim to ensure that no job applicant, staff member, volunteer, organisation or individual we provide services to will be discriminated against by us.

Definition

Ace Care understands discrimination to mean the treatment of one person more or less favourably than another on the grounds of race, religion, sex, class, sexual orientation, age, disability or special need. Discrimination may be direct or indirect. Direct discrimination is deliberate. Discrimination is indirect when an unnecessary condition or requirement is imposed, whether intentionally or inadvertently, such that the proportion of members of one group who can comply with it is considerably smaller than the proportion of other groups.

Equal Opportunities Policy

Ace Care is committed to a policy of equal opportunities for all and requires all employees to abide by and adhere to this general principle, and to the requirements of the Code of Practice laid down by the Equal Opportunities Commission and the Commission for Racial Equality. In particular, in Ace Care:

- discrimination on the grounds of race, colour, ethnic or national origin, religion, class, disability, special needs, sex, marital status or membership or non-membership of a trade union will not be practised nor tolerated
- Ace Care expects all employees, of whatever grade or authority, to abide by and adhere to this general principle
- staff will be promoted, employed and treated fairly on the basis of their ability and merits, and accordingly to their suitability, and no one will be disadvantaged by a condition or requirement, which is not justified by the genuine needs of their job or of the proposed job

- Ace Care is committed to challenge any form of discrimination it encounters
- in order to provide equal employment and advancement opportunities to all individuals, employment decisions at Ace Care will be based on merit, qualifications and abilities
- employees or clients with questions or concerns about any type of discrimination in Ace Care are encouraged to bring these issues to the attention of Ace Care management.
- any breach of this policy should be reported to the on duty manager or to a senior, responsible member of home staff, breaches will be dealt with through Ace Care's disciplinary procedures.

Procedure for Dealing with Complaints of Discrimination

Employees who believe that they are subject to discrimination at work, either by Ace Care or by another employee, can have recourse to Ace Care's grievance procedure as set out in their terms of employment. Some discriminatory acts may contravene the Sex Discrimination Act 1975 or the Race Relations Act 1976. These and other forms of discrimination will be taken seriously by Ace Care. Failure to comply with the Equal Opportunities Policy and proven acts of discrimination by an employee will be handled under Ace Care's disciplinary procedure.

Complainants should:

- record the details of what happened or the specific nature of the complaint
- record details of when and where any occurrence took place
- record the names and contact details of witnesses, if appropriate.

All complaints should be dealt with as fully confidential.