

Raphael Healthcare

Policy Title: Equal Opportunities Policy
Policy No: HR001
Date of Issue: February 2006
Date of Review: October 2008
Next Review Due: October 2009
Reviewed by: Director of Human Resources

Cross Reference:

Independent Healthcare National Minimum Standards: C9.4.

Outcome:

Specific attention is paid at all levels of the organisation to the abolition of any form of less favourable treatment to any member of staff, directly or indirectly, on the grounds of race, ethnic origin, gender, sexual orientation, disability, religion, age or trade union membership.

1.0 Policy Statement:

- 1.1 Raphael Healthcare recognises that discrimination is unacceptable and illegal. This policy has been devised to comply with employment law and best practice in ensuring equal opportunities. Breaches of the policy will lead to disciplinary action, up to and including dismissal.
- 1.2 The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, ethnic origin, gender, sexual orientation, disability, religion, age or trade union membership other than where a genuine occupational qualification exists.
- 1.3 A neutral working environment will be maintained within the Company, in which no worker feels under threat or intimidated because of race, ethnic origin, gender, sexual orientation, disability, religion, age or trade union membership.
- 1.4 Managers must ensure that the policy is circulated to any agency responsible for their recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

2.0 Recruitment and Selection:

- 2.1 The recruitment and selection process is crucially important to any equal opportunities policy. Through appropriate training, the company will endeavour to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions, by complying with the following guidelines:
 - 2.2.1 A consistent, non-discriminatory approach to the advertising of vacancies will be adopted.
 - 2.2.2 The company will not confine its recruitment to areas of media sources which provide only, or mainly, applicants of a particular group.
 - 2.2.3 All applicants who apply for jobs will receive fair treatment and will be considered solely on their ability to do the job.
 - 2.2.4 No applicant will be disqualified because he/she is unable to complete an application form un-assisted unless personal completion of the form is a valid test of the standards of English required for the safe and effective performance of the job.

- 2.2.5 All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- 2.2.6 Job descriptions will be reviewed regularly to ensure that they are in line with the equal opportunities policy. Job requirements will be reflected accurately in any person specifications.
- 2.2.7 Short-listing and interviewing will be carried out by more than one person.
- 2.2.8 Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- 2.2.9 Selection decisions will not be influenced by any perceived prejudices of other staff.
- 2.2.10 Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

3.0 Reasonable Adjustments:

- 3.1 Where disabled applicants and/or employees require adjustments to the workplace in order to take up or continue their employment, Raphael healthcare will undertake to make any reasonable adjustments possible to accommodate this need.
- 3.2 In such cases, independent advice and guidance may be sought from the Company's Occupational Health Service providers.

4.0 Training:

- 4.1 All staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

5.0 Monitoring:

- 5.1 The Human Resource Department will maintain and review the employment records of all employees in order to monitor the progress of this policy.
- 5.2 Monitoring will involve:
 - 5.2.1 The collection and classification of information regarding the ethnic and national origin, religious belief, sex, sexual orientation, age and disability of all employees.
 - 5.2.2 The examination by ethnic and national origin, religious belief, sex, sexual orientation, age and disability of employees and the success rate of applicants.
 - 5.2.3 Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for these decisions.
- 5.3 The results of monitoring will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. If necessary, adjustment will be made to the policy to ensure that equal opportunities are afforded to all applicants and staff.

6.0 Complaints:

- 6.1 In the event that any employee feels that he or she has suffered discrimination in any way, Raphael Healthcare Grievance Procedure (HR Policy No. 14) should be utilised.

- 6.2 Any person not directly employed by Raphael Healthcare who wishes to make a complaint under this policy should do so by writing to the Human Resource Manager.

7.0 Special Needs:

- 7.1 The needs of staff whose first language is not English, or who have disabilities which impede communication, shall be taken into account at all times. Requests for adapted copies of this Human Resource Policy should be directed to the Human Resource Manager.

8.0 Review:

- 8.1 All Human Resource Policies and Procedures are subject to annual review.

If you do not subscribe to or support this policy, then you should, as a matter of urgency, inform your line manager. Failure to observe this policy may lead to disciplinary action.