

## **Equalities Diversity and Inclusion & Equal Opportunities Policy**

### **Policy statement**

The aim of this policy is to communicate the commitment of the TMO to promote equality of opportunity in Watling Gardens TMO

It is our policy to ensure that all members, employees, including those seeking to gain employment and any member of the public using our estate, services or facilities are provided with non-discriminatory treatment irrespective of:

- Disability
- Gender reassignment
- Pregnancy and maternity
- Marriage and civil partnership
- Race (including ethnic or national origins, colour and nationality)
- Religion or belief
- Sex
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees other companies working for us and members of the public accessing our services will be treated fairly and shall not be discriminated against on any of the above grounds.

### **Policy objectives**

The TMO serves a diverse community and aims to provide a high quality, cost effective service which fully meets the needs of its community.

Five objectives have been formulated in order to ensure that WGTMO is successful in their efforts at promoting equal opportunities:

1. Ensure our Board, Staff, Contractors, Resident Representatives and Partners understand their obligations to champion equality and diversity.
2. Ensure that our services are accessible and tailored to meet the needs of our residents.
3. Improve our engagement with residents from diverse backgrounds and those from minority and under-represented groups
4. Ensure our services are non-discriminatory by assessing the impact of all policies, procedures, strategies and core services.
5. Develop positive partnerships that support stronger service provision and share common equality and diversity principles

This policy applies to all service users, members, employees and potential employees of WGTMO. In addition all persons who may work with any other agency or company working at Watling Gardens including agency workers, contractors, consultants and suppliers are relevant for the purposes of the policy.

## **Equality commitments**

WGTMO is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all of our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

## **Reasonable adjustments**

Under current legislation, employers are required to make reasonable adjustments where a provision, criterion or practice, physical feature of the premises or the absence of an auxiliary aid, place a disabled employee or job applicant at a substantial disadvantage in comparison to those who are not disabled.

WGTMO must also ensure the services we provide are accessible to all those who come into contact with us so that we do not discriminate against any individual or group of users.

We will closely monitor and review our services and employment practices and look at whether there are reasonable adjustments that could be made to prevent the practices or feature(s) having that effect. We will consider whether the adjustment would prevent the disadvantage in addition to how practicable it is to make the adjustment in light of the financial and other costs involved.

## **Implementation**

WGTMO takes its statutory responsibilities seriously and recognises the cost of personal bias, both to the reputation of the organisation and to its ability to provide a high quality, cost-effective service.

### **Recruitment and Selection:**

- Ensure that no job applicant receives less favourable treatment on the grounds outlined in the policy statement above
- Treat all staff fairly when making decisions about recruitment, terms and conditions of service, retention, training and development, performance appraisals, redundancies and working practices generally
- Ensure that individuals are selected, promoted and treated only on the basis of their abilities and potential and are given equal access to training to progress within the company

- Any employee who knowingly commits a discriminatory act within the recruitment and selection process will be dealt with under the disciplinary procedure

### **Employment**

- Ensure that every employee is treated fairly at work and that no employee receives less favourable treatment on the grounds outlined in the policy statement
- Encourage a culture of equal opportunities and diversity for all in which success depends on personal merit and performance
- Ensure that adequate resources are made available to fulfil the objectives of the policy
- Provide means of redress for victims of discrimination and harassment
- Take appropriate action wherever breaches of company standards occur

### **TMO Members**

TMO Members include all residents of WGTMO. This includes Board members, general members and any other person legally residing in Watling Gardens

- Ensure the TMO communicates clearly to all members of the community through notice boards, website, letters and newsletters
- Hold regular meetings where all members can voice their opinion on how the TMO is managed
- Promote the value of becoming involved as a Board member to all residents in the community
- Provide a variety of ways to communicate with residents including home visits
- Promote events where all members are encouraged to attend

### **Service Users**

- Ensure that disabled access is provided to communal areas of estates and community facilities
- Ensure that any resident or service user who believes they have been treated unfairly will receive a thorough investigation and response to their complaint

### **Monitoring and review**

The TMO Board will monitor and review its progress in the delivery of fair services on an annual basis.

### **Complaints**

Anyone who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the TMO Complaints Procedure.