



**Universal House  
1 Merus Court  
Meridian Business Park  
LE19 1RJ**

## Equality and Diversity Policy

Version:	Review date:	Edited by:	Approved by:	Comments:
2	09.02.2024	Carolina Guariniello – Operations Manager	Paul Flynn – CQC Registered Manager	Formatted to fit in the new the Policies template.

### 1 Policy statement

Addcounsel is committed to promoting a supportive and inclusive independent healthcare service and culture for all patients, visitors, and members of staff.

Addcounsel aims to ensure that no patient, visitor, job applicant or employee experiences less favorable treatment on the grounds of race, color, nationality, religion, ethnic or national origin, age, gender reassignment or parental/marital status, sexual orientation, or disability.

Addcounsel is committed to being an equal opportunities employer and to valuing diversity by providing equality of opportunity to job applicants and existing staff and by following working practices that are free from unfair and unlawful discrimination and encourage mutual trust and respect for individuals.

### 2 General principles

#### 2.1 Commitment to equality and diversity



**Universal House  
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Addcounsel believes that excellence will be achieved through recognising the value of every individual. The aim is to create a healthcare and working environment that respects the diversity of staff, patients and visitors to enable them to achieve their full potential, to contribute fully and to derive maximum benefit from working at Addcounsel or using the healthcare services on offer.

To this end, Addcounsel acknowledges the following basic rights for all patients, visitors, and staff:

- to be treated with respect and dignity
- to be treated fairly with regard to all healthcare procedures, assessments and choices, and
- to receive encouragement to reach their full potential.

## **2.2 Aim**

The aim of this equality and diversity policy is to ensure that no applicant or member of Addcounsel' staff receives less favorable treatment on the grounds of:

- age
- disability
- gender, including transgender
- race, color, nationality, ethnic or national origins
- religion or belief
- sexual orientation, or
- is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

This policy also seeks to ensure that no member of Addcounsel staff is victimised or subjected to any form of bullying or harassment in the workplace.

All members of staff have the right:



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- to work in an environment free from discrimination, harassment and bullying
- to have equal access to training, career development and promotion opportunities, and
- to seek redress, without fear of victimisation, when they perceive they have been discriminated against, harassed or bullied in the workplace.

As an employer committed to equality and diversity in all its practices, Addcounsel recognises that groups and individuals are discriminated against on the basis of age, gender, ethnic origin, race, nationality, colour of skin, sexuality, impairment (physical, sensory or learning), physical appearance, marital or other life status, religious or political belief and other differences that cannot be justified.

Every member of staff is entitled to expect equality of opportunity in all aspects of their employment including its terms and conditions.

Every potential member of staff is entitled to expect the Addcounsel recruitment process to be free of all unreasonable barriers.

All staff shall be made aware of this policy and its implications for them.

### **2.3 Dealing with discrimination**

Addcounsel is committed to creating and sustaining a positive and mutually supportive working healthcare environment for staff, patients and visitors where individuals are equally valued and respected.

Bullying, harassment or victimisation of any individual working in or attending Addcounsel will not be tolerated and any allegations will be taken seriously and dealt with appropriately, and without delay.

### **2.4 Recruitment and discrimination**

Recruitment practices and procedures at Addcounsel shall be as open and as barrier free as possible.



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Application forms and other supporting material shall be free of personal questions or requests for information from which inferences could be drawn as to the status of an individual that are irrelevant to the job description.

Addcounsel recognises that discrimination on the grounds of sex, marital status, race, colour, sexual orientation, age, creed, nationality, ethnicity or disability is both unlawful and unacceptable.

It is the policy of Addcounsel to treat all prospective and current employees or associates fairly and in accordance with the Disability Discrimination Act.

Addcounsel aims to comply with the employment guidance given by the Disability Rights Commission (DRC)

Having identified an individual who meets the criteria for recruitment, consideration will be given to making any reasonable modifications to working conditions to meet that person's needs whilst being careful to avoid any actual or potential discrimination.

### **3 Definitions**

#### **3.1 Equal opportunities**

Equal opportunities relates to treating people the same, although they may belong to different groups or cultures.

Equal opportunities in particular relates to a legal framework, which makes it illegal to discriminate against people because they belong to particular groups.

#### **3.2 Diversity**

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognising, respecting and valuing the differences that each member of staff brings to work at Addcounsel.

Equal opportunities and diversity work together by addressing the inequalities and barriers faced by people in under-represented groups and by valuing, learning and benefiting from the diverse cultures in society and our staff.



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#### **4 Responsibilities**

Addcounsel will work to ensure that all members of staff are:

- treated fairly and without discrimination during their employment, commencing with the recruitment process and have access to promotions, when available, based on merit
- fairly appraised and rewarded for personal contributions to Addcounsel as an organisation, taking into account internal and external comparisons and affordability.
- able to work in a healthy and safe healthcare environment free from hazards
- able to access opportunities for training and development to develop to their full potential
- supported in balancing work and home life commitments and have requests considered objectively, and
- treated with dignity and respect in a fair and consistent manner in an environment where inappropriate behavior is not acceptable.

Addcounsel is committed to promoting equality for all. If a member of staff feels they have been subject to discrimination in their employment, they should raise this with the Operations Manager.

Staff have an individual responsibility to treat others with dignity and respect. If a member of staff is found to have acted in a deliberately discriminatory manner, appropriate disciplinary procedures will apply.

All staff will be informed that this equality and diversity policy is in operation and are expected to comply with its requirements. This equality and diversity policy is also available to Addcounsel patients and visitors on request.

Whilst the responsibility for creating and monitoring a culture of equality of opportunity rests with Addcounsel as an independent healthcare organisation, its success relies on each member of staff playing their part.



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Staff have a number of responsibilities; many of which are directly related to their jobs, but the following are general instructions that apply to everyone:

- every member of staff shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination
- training appropriate to each member of staff's role will be provided
- those individuals responsible for other employees are not to discriminate when applying processes relating to the training, advancement, performance management, transfer, redeployment, discipline, retirement, dismissal or redundancy, benefits, facilities and services
- no member of staff shall induce, or attempt to induce, other staff or trade unions or management to discriminate
- no member of staff shall victimise an individual on the grounds that they have made complaints or provided information about discrimination or harassment, and
- no member of staff shall harass, abuse or intimidate another staff member on any grounds.


## **5 Guidance and further reading**

- Care Quality Commission (Registration) Regulations 2009  
<http://www.legislation.gov.uk/uksi/2009/3112/contents/made>
- Care Quality Commission (Registration) and (Additional Functions) and Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012 (Amendment to Parts 4 & 5)  
<http://www.legislation.gov.uk/uksi/2012/921/contents/made>
- Care Quality Commission (Registration and Membership) (Amendment) Regulations 2012 -  
<http://www.legislation.gov.uk/uksi/2012/1186/contents/made>
- Employment Rights Act 1996  
<http://www.legislation.gov.uk/ukpga/1996/18/contents>



**Universal House  
1 Merus Court  
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- Equality Act 2010 - <http://www.legislation.gov.uk/ukpga/2010/15/contents>
- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 <http://www.legislation.gov.uk/uksi/2014/2936/contents/made>
- The Health and Social Care Act 2008 (Regulated Activities)(Amendment) Regulations 2015 - <http://www.legislation.gov.uk/uksi/2015/64/regulation/14/made>
- Health Professional Council – legal framework <http://www.hpc-uk.org/aboutus/legislation/>
- Nursing and Midwifery Council (NMC) Legislation <http://www.nmc-uk.org/About-us/legislation/>
- Relevant guidance and codes of conduct and practice about professional registration and qualifications published by professional registration councils and professional bodies including:
  - General Medical Council
  - Nursing and Midwifery Council
  - Health and Care Professions Council
  - General Dental Council
  - Royal Pharmaceutical Society, and
  - Medical and other clinical royal colleges, faculties and professional associations.

Signature:	<small>DocuSigned by:</small>  <small>DC450BA452B445E</small>
Date:	9/2/2024   9:51 AM PST
Name and role:	Paul Flynn – CEO and CQC Registered Manager