

Quality Care Manual, Part 4 HUMAN RESOURCES	Page 4 of 90		© Park Lane Healthcare Management Ltd 2025
			Approved: AS

HRM-PR-01	Staff: Equality, Diversity and Human Rights
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1.1 POLICY

- 1.2 The Company is an inclusive employer and deplores unfair or unlawful discrimination on the grounds of: Gender, marital status, gender reassignment, pregnancy, sexual orientation, disability, race, colour, ethnic background, nationality, religion, religious belief, political opinion and age.
- 1.3 The Company supports the principle of Equal Opportunity in employment and opposes all forms of unfair or unlawful discrimination. It is the Company's policy that no Job Applicant or Staff Member will receive less favourable treatment than any other, or be disadvantaged by unjustifiable conditions or requirements. The Company will monitor the composition of Job Applicants and take action if it appears that this policy is not fully effective in achieving the following aims;
- Creating a working environment through good management of policies and procedures which support and promote equality, diversity, dignity and respect to all.
 - Ensuring all Employees are given equal opportunity of training, development and progression.

2.0 RESPONSIBILITIES

- 2.1 **Operations Director, Care Home Manager** and other employees involved in recruitment, or selection for internal vacancies or training opportunities, will be responsible for the operation of this policy.
- 2.2 **Administration Staff, Care Home Manager and Head Office Administration Employees** will be responsible for ensuring that every Job Applicant receives an Equal Opportunities Monitoring form and that all completed forms are summarised and returned to Head Office.
- 2.3 **Employees** have the responsibility for ensuring the effective implementation of this policy in their day to day activities and working relationships with colleagues.

3.0 IMPLEMENTATION

The Equal Opportunity Policy is implemented effectively by underpinning the following operational areas:

- 3.1 **Recruitment and Selection;** The Company's Employee Recruitment (HRM-PR-02) supports equal opportunities. Job advertisements, job descriptions and person specifications will be reviewed regularly to ensure they are non-discriminatory and contain essential information for effective performance of the role. Employees involved in recruitment and selection will receive instruction in the principles and practices of equal opportunities in employment.
- 3.2 **Learning and Development** has an important role in achieving equality of opportunity by ensuring employees are given equal opportunity to develop skills and knowledge relevant to their job role and career development. All learning and development activities requested by staff will be explored.
- 3.3 **Career Progression Opportunities** will be made to all employees and no assumptions will be made that members of a particular group are unsuitable. Career progression will be made in accordance to objective selection criterion.

3.4 **Employment Policies and Procedures** - A consistent approach in the development and implementation of policies and procedure will ensure discrimination does not occur.

4.0 EQUAL OPPORTUNITIES MONITORING

4.1 All Job Applicants will be asked to complete an "Equal Opportunities Monitoring" form (HRM-FR-1a) which details their age, sex, marital status, ethnic origin and details of any disabilities. This will be used only to monitor the effectiveness of The Company's Equal Opportunities Policy.

4.2 Care Home Administration Staff will retain the monitoring form with the application form until the applicant has been either; rejected following his/her application; rejected following his/her interview; or appointed to the post.

4.3 The profile of Job Applicants will be monitored on a regular basis. Should inequalities become apparent, action will be taken to redress this including such measures as; examining and where necessary changing the Company's employment policies and practices, providing training and re-training opportunities for those involved in the selection of job applicants or the promotion of Staff.

5.0 COMPLAINTS

5.1 Any Staff Member who believes he or she has received less favourable treatment or consider themselves to be a victim of harassment. Harassment and Bullying Policy (HRM-PR-18) on the grounds of gender, marital status, gender reassignment, pregnancy, sexual orientation, disability, race, colour, ethnic background, nationality, religion, religious belief, political opinion and age or any other unjustified reason may pursue their complaint through the Company's Grievance Procedure (HRM-PR-31).

5.2 No Staff Member will be penalised for raising such a grievance unless made in bad faith.

5.3 Any Staff Member who acts in breach of the Equal Opportunity Policy will be subject to the Company's disciplinary procedure, which may include dismissal.