



## Extracts From

### POLICY AND PRACTICE ON EQUAL OPPORTUNITY

#### 1. POLICY STATEMENT

Everyone has different skills, ability and experience. There are also differences in sex, race, creed, religion, colour, marital status, sexual tendencies, physical and mental abilities, age etc. Whatever the differences, it is essential, both morally and legally, that all Trinity Palliative Care Services employees and applicants for employment receive equality of treatment and opportunity. The purpose of this document is to define policy and give guidelines to minimise the risk of discrimination and unequal opportunity in employment within the Trinity Palliative Care Services. Other documents deal with specific issues, which are related, e.g. sexual harassment.

#### 3. POLICY

- 3.1 All employees of Trinity Palliative Care Services in whatever capacity have a legal and moral responsibility to ensure equality of opportunity within Trinity Palliative Care Services.
- 3.2 Trinity Palliative Care Services managers and staff representatives accept responsibility for taking pro-active action to achieve this by whatever means are appropriate.
- 3.3 Each person is responsible for their own behaviour in effecting this policy and cannot pass it on to a third party. Breaches of this policy will be the basis of serious disciplinary action and may also include legal action.

#### 5. APPLICATION OF POLICY

- 5.1 The Management Board is responsible for promoting and monitoring this policy.
- 5.2 Employee complainants should normally use the Grievance Procedure. Complaints from applicants should be made in writing to the Management Board.
- 5.3 All complaints will be dealt with initially in confidence when requested. In such cases they should be made to the Management Board who will provide for a private hearing. Advice and support in presenting the issue will be made available if required. Any person not acting in a professional/legal capacity may be present at/or deliver the complaint to, the private hearing.

#### 6. APPROPRIATE ACTIONS

The following gives, as a guideline, some examples of appropriate action to help promote this policy.

- 6.1 Job descriptions and application forms will indicate that Trinity Palliative Care Services promotes an Equal Opportunities Policy.
- 6.2 Adverts and recruitment drives will be directed towards the widest possible group of suitably qualified and experienced people as is reasonable in the circumstances.
- 6.3 The information on adverts and job descriptions will be sufficiently clear and accurate to enable potential applicants to determine their suitability to apply.

- 6.4 Personnel specifications will be non-discriminatory and contain only requirements necessary and justifiable for the job to be carried out effectively.
- 6.5 All job interviews will be thorough, objective and concentrate on suitability for the post. All interviewers will be trained in selection skills to a level commensurate with their responsibility for selection decisions.
- 6.6 Discussion about career aspirations and the means to achieve them will be positively encouraged between staff and their managers. Systems to formalise this will be developed where appropriate.
- 6.7 Except where legislation prescribes it, there will be no discrimination in the allocation of shifts or duties.
- 6.12 Formal investigation of, and corrective action taken in cases where equal opportunities are not being afforded or applied.

## 8. **RECRUITMENT OF EX-OFFENDERS**

Trinity Palliative Care Services is exempt from the provisions of Section 4(2) of the rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974(Exemptions) Order 1975. Failure to disclose 'spent' convictions may result in dismissal.

- 8.1 As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Trinity Palliative Care services complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information received.
- 8.2 Trinity Palliative Care Services is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background that does not create risk to children and vulnerable adults.
- 8.3 All positions at Trinity Palliative Care Services require a Disclosure at Enhanced level and the potential employee shall be informed of this before making a formal application.
- 8.4 People with criminal records applying for jobs shall be treated according to their merits and to any special criteria for the post (e.g. caring for children and vulnerable adults, which debars some in this category). Under the Protection of Children Act 1999 all recruits who will have regular contact with children will automatically be checked.
- 8.5 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 8.6 We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request. A copy of the policy on the storage, handling, use, retention and disposal of disclosures and disclosure information is also available.

Having a criminal record will not necessarily bar people from working with us. This will depend on the nature of the position and the circumstances and background of the offences.