

AT Alarms

Equality & Diversity Policy Statement

Policy

A.T. Alarms is committed to ensuring that the services we provide are relevant to the needs of all sections of the community and that the balance of our workforce reflects the diversity of the communities that we serve.

We aim to ensure that our services meet the varied individual needs and expectations of elderly and younger disabled people and that they have equal access to services, regardless of their race, heritage, culture, class, gender, religious or non-religious belief, nationality, creed, colour, age, disability or sexual orientation.

We recognise that services must be relevant, responsive and sensitive and that the organisation must be perceived as fair and equitable in its provision of services by our service users, by our partners, employees and the wider community. We aim to ensure that our contractors and others who deliver our services also share our vision and values.

We recognise that we work in a richly diverse community and understand the strategic importance of achieving a diverse workforce, which reflects that community. We undertake to recruit, develop and retain the most talented people by valuing the varied skills and experiences they bring to A.T. Alarms; by investing in their learning and development, by treating staff fairly and equitably; by combatting harassment and discrimination at work, and by encouraging an honest and open culture which values the differences between us.

A.T. Alarms fully accepts its obligations under:

- Disability Discrimination Act (1995)
- The Equal Pay Act 1970 (Amendment) Regulations 2004
- Race Relations Act 1976 (Amendment) Regulations 2003
- Sex Discrimination Act 1976 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations (Amendment) 2003
- Employment Equality (Religion or Belief) Regulations (Amendment) 2003
- Employment Rights Act 1996 (provisions relating to maternity leave and dependant career leave and redundancy)
- National Minimum Wage Act 1998
- Maternity and Parental Leave Regulations 1999
- Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000

Equalities Procedure

To promote equal treatment of all people in all aspects of our work and to ensure that we comply with or improve upon UK legislative requirements.

Employment

- Flexible working opportunities to ensure the broadest possible catchment of essential applicants (both internal and external) of suitable calibre. These flexible methods of working will be considered dependent on service needs.
- Advertising for suitably qualified candidates for a job role. This will be conducted internally as well as externally in order to provide an equal opportunity for all interested persons to apply. In areas where monitoring has identified an under-representation of particular groups, managers would be expected to place particular emphasis upon encouraging applications from under represented groups.
- Recruitment will be conducted according to the terms of the Recruitment and Selection Policy.

- Learning and Development will be designed to support the aims of Equality and Diversity initiatives. All employees will be appraised annually and there will be positive encouragement to discuss suitable learning and development opportunities, focussing on looking forwards. We will actively encourage staff to take up training opportunities. Contractors
- A.T. Alarms's policy being communicated to all contractors and service providers. We expect major contractors to have equal opportunities policies that conform with A.T. Alarms's expectations in terms of their approach to equal opportunities and that smaller contractors sign up to A.T. Alarms's policy.

Other Policies

- All policies are designed to promote equal opportunity and protection for all clients and employees.
- A.T. Alarms is also committed to ensuring that it recognises cross-cultural differences. To this end, A.T. Alarms acknowledges different religious/festival requirements and aims to take steps to accommodate reasonable requests for annual leave during such periods.

Responsibilities

We define the responsibilities of elements of A.T. Alarms as:

A.T. Alarms as a whole

- having a statutory duty not to discriminate;
- communicating its policy to:
 - contractors and other agencies;
 - clients;
 - employees (current and potential)
- translating documents, as appropriate and on reasonable request, by which the policy can be communicated to people for whom English is not their first or second language;
- reproducing documents, as appropriate and on reasonable request, in a suitable format by which the policy can be communicated to people who are visually impaired.

Equality and Diversity Continuous Improvement

- report performance against targets
- support departments in the implementation of the action plans
- consider the impact of new legislation on the policy
- ensure regular review and updating of the policy