



The Lucy Rose Clinic

INTEGRATIVE HEALTH SOLUTIONS

The Lucy Rose Clinic- Equal Opportunities Policy

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To be used by:

All staff and contractors of The Lucy Rose Clinic

Policy Statement

We, at The Lucy Rose Clinic, are committed to promoting equal opportunities within our organisation. We believe that it is in our best interest, and that of all who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise.

We recognise that discrimination is unacceptable and, although equality of opportunity has been a long-standing feature of our practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings up to and including termination.

The aim of the policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy or maternity, breastfeeding, race, religion or belief, sex, sexual orientation or intersex status.

The policy will be communicated to all private contractors reminding them of their responsibilities in respect of equality of opportunity. We will maintain a neutral workplace in which no employee or other worker feels under threat or intimidated.

Policy Objectives

The objectives of this policy are to:

- Ensure that the company provides equal opportunity in employment for all, irrespective of gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, marital status and social class.
- Oppose all forms of unlawful and unfair discrimination.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognized and valued.

Implementation

- All employees, whether part-time, full-time or temporary, will be treated fairly and with respect.
- Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.
- All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Responsibility

The responsibility for ensuring that this equal opportunities policy is implemented, maintained and monitored lies with the senior management of the company. However, all employees have a duty to aid the organisation in meeting its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

Grievance Procedure

Employees who believe that they have been discriminated against are entitled to raise the matter through the company's Grievance Procedure. If you make a complaint of discrimination, you will not be victimised or treated less favourably as a result.

Monitoring and Review

This policy will be monitored periodically by the company to judge its effectiveness and will be updated in accordance with changes in the law. Any information provided by employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act.

Non-Compliance

Any breach of equal opportunity policy will be regarded as a serious matter by the employer which is likely to result in disciplinary action.

This policy sets out our commitment to equal opportunities, and we will apply it in all dealings with employees, contractors, clients, and the public.

RECRUITMENT AND SELECTION

The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

Selection decisions will not be influenced by any perceived prejudices of other staff.

TRAINING AND PROMOTION

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

All promotions will be in line with this policy.

COMPLAINTS PROCEDURE

We take allegations of discrimination seriously. If you believe that you have been the victim of discrimination, we encourage you to follow the grievance procedures outlined in this Handbook.