



# Old Mill Foundation

HOLISTIC CANCER SUPPORT CENTRE

Registered charity No. 1125120 Tel: 01792 851553

## Equalities and Diversity Policy

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### 1. Responsibility

1.1 The overall responsibility for ensuring effective implementation of The Old Mill Foundation's Equal opportunities policy is assigned to the Trustees. This responsibility includes ensuring that all employees and workers are notified of the details of this policy and are aware of its implications through the provision of appropriate training.

1.2 All centre managers have responsibility for promoting equality of opportunity, and should ensure that their own procedures and practices comply with the provisions of The Old Mill Foundation's Equal opportunities policy. The performance and example of managers is crucial to improving opportunities for all.

1.3 Individual employees and workers at all levels have responsibility for ensuring that equality of opportunity is consistently provided in all of The Old Mill Foundation's employment practices and activities.

## **2. Recruitment and selection**

### **2.1 The Old Mill Foundation will strive to:**

- a. Ensure that all employees are recruited on the basis of ability and other objective relevant criteria.
- b. Work towards ensuring that through recruitment, its workforce better represents all sections of society.
- c. Ensure that it communicates job opportunities to all sections of the community, ensuring that it does not discriminate against, or discourage applications from any section of the community.
- d. Ensure that all involved in the recruitment selection are trained on equalities issues.
- e. Use appropriate legislation as a framework for action to support the recruitment process in a positive way.

### **2.2 Offer fair terms and conditions of employment to employees.**

## **3. Training and organisational development**

### **3.1 The Old Mill Foundation will:**

- a. Seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational and individual needs.
- b. Ensure that vacancies are open to existing staff.
- c. Ensure that equalities training is provided as part of its overall training and organisational development programme.

## **4. Monitoring and Evaluation**

Monitoring will be carried out to measure the effectiveness of The Old Mill Foundation's Equal opportunities policy and to check that the policy is working and to act as a basis for future plans. This will be done by:

- a. Monitoring recruitment and selection procedures to ensure discrimination is not occurring.
- b. Checking the representation of applicants.
- c. Checking the representation of The Old Mill Foundation's workforce.

## **5. Disciplinary**

5.1 All employees should be aware that whilst an employer can be held liable in law for acts of discrimination committed by employees, employees too can be held personally liable in law for acts of discrimination which they commit, authorise, contribute to, or condone in relation to other employees, workers and members of the public.

5.2 Employees therefore should be aware that breaches of The Old Mill Foundation's Equal opportunities policy will be dealt with through the organisation's Disciplinary policy.

## **6. Grievances**

6.1 Should an employee have an issue or concern in relation to The Old Mill Foundation's Equal opportunities Policy, then they should follow organisation's Grievance policy.

6.2 Should an employee believe they are being, or have been, discriminated against or harassed in any way, then they should follow organisation's Bullying and harassment policy.

## 7. Associated Policies:

Data Protection  
Health and Safety  
Discipline and Grievance  
Safeguarding Vulnerable Adults  
Lone and Remote Working  
Volunteer  
Welsh Language  
Bullying and Harassment

Reason for change	Section changed	Date changed	New version number
General Review	Related Policy	5 <sup>th</sup> January 2025	V2

## 1. Policy dates

Trustee approval	2 <sup>nd</sup> March 2021
Review date	1 <sup>st</sup> March 2024
Trustee approval	8 <sup>th</sup> January 2025
Review date	7 <sup>th</sup> January 2028

Signed by .....  ..... Date 14/1/25

Joan Jeyes

Chairman of Trustees

