

## **OXPIP EQUALITY AND DIVERSITY POLICY**

**AUTHOR AND DATE OF FIRST ISSUE: EMMA BLUNT, OPERATIONS MANAGER OCT 2016**

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**APPROVED BY: OXPIP TRUSTEES**

**APPLICABLE TO: ALL STAFF AND TRUSTEES**

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### **Introduction**

OXPIP believes that equality of opportunity and freedom from discrimination are fundamental rights of all people. We recognise that discrimination, prejudice and disadvantage exist in society and acknowledge that we have a duty to address these issues whenever possible.

OXPIP is committed to promoting equality and valuing diversity by providing services that are accessible to all families of all backgrounds and cultures. We respect and celebrate difference and will promote the principles of understanding and respect for others.

OXPIP does not accept discrimination based on any of the nine protected characteristics of equality and diversity - age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion and belief, sex and sexual orientation - and ensure that its policies, practices and procedures do not discriminate on these grounds. No one will be discriminated against, including families, staff, volunteers, visitors or trustees on any of the grounds of the nine legislatively protected characteristics of diversity.

### **Aim**

OXPIP's aim is to treat everyone with respect and to be aware of his or her individual needs and circumstances. OXPIP will endeavour to incorporate this approach in all aspects of its work and contacts whether they are with clients, the community, business or partner organisations.

Our objectives are to:

- Eliminate unlawful discrimination of clients, workers or visitors, on the grounds of race, religion, gender, age, sexual orientation, and physical or mental abilities
- Ensure equal access for all to OXPIP's services, selection, training, promotion, transfer and allocation of work
- Achieve a balanced workforce that reflects the make-up of the community it serves
- Maximise the use of skills available to OXPIP

The Policy will be reviewed and updated every three years or in the light of changing legislative, organisational or community requirements.

### **Accessibility**

OXPIP aims to create an environment in which clients have ease of access to our services through referral and self-referral routes.

### **Procurement**

OXPIP will endeavour to use suppliers who share our values on equality and diversity. We will endeavour to ensure that businesses from diverse communities have equal opportunity in competing for collaborative procurement contracts to supply goods and services.

### **Employment**

OXPIP is committed to eliminating discrimination in recruiting, promoting and developing staff, as well as in its day-to-day work. We are committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

OXPIP will recruit the person who best matches the requirements of a vacant post. Appointment must be made on merit. Advertisements will include a statement indicating OXPIP's commitment to equal opportunities. All vacancies will be advertised. Restricted advertising will only occur to allow redeployment.

All employees who are involved in recruitment and selection must be trained in fair methods and there must always be a minimum of two interviewers at every interview. Job descriptions and personnel specifications must only contain realistic job criteria.

### **Information**

Information is essential if people are to play a full part in society and access our services. OXPIP will strive to ensure that its information is provided in formats and in places that meet the needs of the people it serves.

This positioning statement will be available to all via the OXPIP website. New staff will be briefed on this policy during induction, and sign to say they have understood its contents.

Please contact OXPIP on 01865 778034 If you require this information in a different format.