



Equality and Diversity Policy



This document is available in large print and other formats on request.

Policy for Equality and Diversity

This policy sets out Fusion Health & Well Being's commitment to Equality and Diversity together with monitoring arrangements in respect of staff, clients, learners and customers. A racial equality policy is also included.

1. Our Commitment

Fusion Health & Well Being will strive to ensure that equality and diversity is mainstreamed within all our relevant functions. Fusion is committed to pursuing non-discriminatory policies and practices as they relate to any employee or learner, particularly on the grounds of:

- Learning difficulty/disability and/or sensory/mobility impairment.
- Gender (including marital status).
- Ethnic or cultural origin.
- Religious persuasion.
- Age.
- Sexual orientation.

2. Ownership

Fusion will promote ownership of the Policy and will present a public profile of the same by means of:

- Regular communication and publicity to ensure awareness of the Policy among staff, potential staff, suppliers of goods and services and where appropriate, the public.
- Opportunities for staff, learners, service users, external clients and others working in partnership with Fusion to influence the policy.
- Staff induction and development opportunities to promote ownership and awareness.
- Taking reasonable steps to ensure that subcontractors/third parties working for Fusion are aware of and abide by this policy.

3. Monitoring

The effectiveness of the policy will be monitored through regular collection, reporting and analysis of data. Equal Opportunities Monitoring (section 12) will guide and determine the data to be collected.

Corporate monitoring of the policy will be the responsibility of Fusion's Directors who will, in addition, consider an annual report on equality and diversity.

4. Publicity

Fusion publicity will be regularly reviewed to ensure that it is non discriminatory to any group or individual.

5. Environment

- 5.1 Fusion will comply with the Code of Practice in respect of the Disability Discrimination Act (as revised by the Special Educational Needs and Disability Act 2001). This will particularly apply where 'reasonable adjustments' are required.
- 5.2 Offensive material of a discriminatory nature will not be displayed in any part of the organisation.
- 5.3 Fusion's communications and publication (internal and external) will not use language or images, which are potentially discriminatory against and group or individual.
- 5.4 Fusion will seek appropriate advice, in respect of equal opportunities, from relevant outside agencies when planning changes to its environment and facilities.
- 5.5 Fusion will set a target of 100% premises accessibility and aim to improve to reach the target each year.

6. Recruitment and Selection - Staff

- 6.1 No Fusion employee will discriminate, unfairly, directly or indirectly, in making selection decisions.
- 6.2 Wherever possible, interview panels will have a gender mix.
- 6.3 All applications will be assessed according to clear pre-started criteria that will be both objective and job-related.
- 6.4 Gender, ethnic origin, disability, age, religion or sexual orientation cannot be used as reasons for rejection (except where a Genuine Occupational Qualification is in force).
- 6.5 Any applicant who is classified as disabled will be given the opportunities to discuss ways of overcoming any problems of access or any other issues relating to their disability.
- 6.6 Recruitment, selection and promotion of staff will be formally monitored and an annual report produced.
- 6.7 Awareness of equal and diversity issues will be included in staff induction.

7. Complaints

Any individual who feels s/he is being discriminated against for reasons of disability, gender, ethnic origin, age, religion or sexual orientation should raise the matter with one of the following:

Staff

- Their line manager
- Their relevant Director

Clients/Learners/Customers

- Their tutor or caseworker
- Any Director

All individuals will be able to invoke the grievance and complaints procedure.

The Fusion policy on Workplace Violence and Aggressive Behaviour should also be referred to as appropriate.

8. Staff Development

- 8.1 Through the induction and in-service staff development programmes, staff will be made aware of:
- The Policy for Equality and Diversity, the Fusion Recruitment and Selection process and race, gender and disability issues.
- 8.2 Opportunities will be provided to raise awareness of introductions of or changes to relevant legislation.
- 8.3 Fusion will support staff wishing to undertake additional training on equality and diversity issues, as resources allow.

9. Racial Equality Policy

Fusion confirms its commitment to racial equality and will be pro-active in promoting racial equality and good race relations. Fusion is aware of its general and specific duties under the Race Relations Act in respect of promoting race equality and monitoring the process of learners and staff and will seek to meet these duties as set out below.

- Ownership of the Policies is promoted to Directors, staff, clients, learners and other appropriate organisations.
- That Directors and staff have access to appropriate information and professional development and training which assists them in carrying out their duties under the policy.

- The Fusion environment celebrates diversity.
- All staff and client's users have access to the full appropriate range of Fusion programmes, resources, support services and facilities;
- There are robust policies and procedures in place to deal with any staff or learner/services users reports of discrimination.
- Our staff recruitment and selection and promotion procedures are designed and operated to eliminate bias and discrimination.

10. Equal Opportunities Monitoring

To inform the setting of targets and measuring our progress in achieving them Fusion will collect and monitor the following data which will be reviewed by the Directors:

For clients/learners/customers

- Ethnic profiles.
- Enrolments compared to ethnic population size.
- Retention rates and trend data over 3 years.
- Achievement rates and trend data over 3 years.
- Disciplinary action.
- Complaints by clients/learners/customers

For employees

- Ethnic profiles of employees by grade and job.
- Job application rates.
- Selection success rates.
- Type of contract (permanent, temporary).
- Training application rates.
- Promotion application and success rates.
- Disciplinary proceedings.
- Grievances and complaints by employees

11. Publicising our Policy and Progress

To the public:

- A summary of the results of our monitoring information will be included in our annual report and financial statements.

To our contractors.

- All contractors providing services to Fusion on or off Fusion's property will be made aware of the policy and be required to conduct themselves appropriately;
- It will be made clear to contractors that behaviour which breaches the policy will not be tolerated and may result in removal from the site and cancellation of the contract.

To our staff

- All staff will be informed about the policy and have access to it.
- The induction programme will highlight Fusion's commitment to equality, action to be taken by staff who suffer discrimination and the action to be taken against any perpetrators of discrimination;
- An annual summary of the monitoring results will be sent to all staff.

To our clients/learners/customers

- All clients/learners/customers will be informed about the policy and have access to it;
- All training and project induction programmes will highlight Fusion's commitment to equality, action to be taken by staff who suffer discrimination and the action to be taken against any perpetrators of discrimination;

12. Roles and Responsibilities

The Directors are responsible for ensuring that:

- Fusion's strategic plan includes a commitment to equality.
- They are aware of the company's statutory responsibilities in relation to discriminatory legislation and ensure that Fusion complies with the relevant legislation;
- They receive and respond to the monitoring information on staff, learners/service users.

The Directors are responsible for ensuring that:

- The policy, related procedures and strategies are implemented.
- Appropriate action is taken against staff or learners who breach the policy.
- The strategic planning framework includes clear reference to equality and diversity.
- Preparing the monitoring (staff) reports and advising Fusion on any follow up action required;
- Preparing an appropriate staff development programme designed to meet the needs of the staff and the organisation.
- Regularly reviewing the Equality and Diversity Policy.

All other Fusion staff are responsible for ensuring that:

Review date: June 2025

- They are aware of Fusion's statutory duties in relation to equality legislation and keep themselves up to date attending training and information events as required;
- They are aware of and support the Equality and Diversity Policy
- All aspects of Fusion's policy and activity under their control are sensitive to equality and diversity issues.
- They challenge inappropriate behaviour by other members of staff, learners, and contractors.
- Equality and diversity is valued and promoted.

Clients/Learners/Customers are responsible for ensuring that:

- They are aware of and support the Equality and Diversity Policy.
- Equality and diversity is valued and promoted;
- They challenge or report any inappropriate behaviour by clients, learners, or staff.

13. Review and Consultation

This policy will be formally reviewed every year by the Directors.

14. Non-adherence to the Policy

The Fusion staff disciplinary procedures will be used, as and if appropriate, for non-adherence to the Policy.

I have read and understand the contents of this policy and agree to adhere to it.

Signed:



Position: Managing Director

Date: June 2023

Review date: June 2025
