



Equality and Diversity Policy

POL00022

Team Medic is an equal opportunity business taking into account the diversity within our workforce, customers, patients and learners. We believe that everyone should be treated equally, regardless of their religion, beliefs, age, gender, race, disability or sexual orientation.

Commitment

‘Team Medic will promote equality and diversity in the recruitment, promotion, appraisal, education, training, development and support of its staff and volunteers, and treat them on the basis of their relative merits and abilities. Further to this Team Medic’s management will endeavour to safeguard staff and service user’s protected characteristics as defined in s.4 of the Equality Act 2010.’

Team Medic’s staff members, contractors, third party or volunteers that are contracted to Team Medic will not discriminate (directly or indirectly) any internal or external staff members, service users, or members of the public’s protected characteristics.

The Protected Characteristic as stated in the Equality Act 2010 are;

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion
- Sex
- Sexual orientation

In addition to this staff are protected from discrimination on grounds of part time or fixed term status and trade union membership. Team Medic will develop equality expertise amongst its managers who will have responsibility for promoting, implementing and monitoring the policy throughout Team Medic and for any initial investigation into alleged breaches of the policy.

If you experience, witness or genuinely suspect that a form of discrimination has taken place, please speak to your line manager or complete an Incident Report (form IM1) and submit to the Safeguarding Manager.

Any claims of discrimination or harassment will be investigated promptly, and appropriate disciplinary action will be taken to eliminate inappropriate behaviour. Creating a discrimination/harassment environment is every employee’s responsibility.

All complaints are treated with sensitivity and are kept as confidential as possible. You’re not required to report your complaint to anyone who is the subject of it.

Management will promptly investigate complaints. You must cooperate fully in such investigations. If warranted, the Company will take appropriate corrective action, up to and including termination of employment.

All staff, contractors and volunteers must sign the Equality Declaration a confirming they have understood their responsibilities in preventing discrimination in relation to the protected characteristic set out in S.4 of the Equality Act 2010.

Our Responsibilities

As an employer we ensure that we have a workplace where staff feel valued, respected and included. Upon commencement of their employment, staff will be informed of the existence of this Policy and the company's expectations of them under its terms. Harassment, exclusion and bullying will not be tolerated on any level. All staff should feel comfortable at work and always be treated with dignity and respect.

We will ensure that fair standards of employment practice and proper records of employment decisions are maintained.

We will deliver training on new and revised legislation to all our staff.

We will treat all our business partners, customers and learners with respect, courtesy and consideration at all times.

Employees/Contractors Responsibilities

All of our employees/contractors must adhere to and comply with this Policy and the spirit in which it is written.

Employees/contractors must treat all colleagues and customers with courtesy, respect and consideration at all times.

If employees believe that any form of discrimination is taking place within the workplace, we expect them to report this to senior management immediately.

Your Rights & Responsibilities

You can expect to be treated with respect, courtesy and consideration at all times by our staff and we expect you to treat our staff in the same way.

You will not be discriminated against, or treated less favourably in any way on the grounds of your religion, beliefs, age, gender, race, disability, or sexual orientation.

Recruitment

Wherever possible all vacancy advertisements will include an appropriate short statement on equal opportunity and diversity, and steps will be taken to ensure that knowledge of vacancies reaches all areas of the community. We will also endeavour to ensure that all vacancies are advertised both internally and externally simultaneously.

The selection criteria (job description and employee specification) for all roles will be kept under constant review to ensure that they are essential for the effective performance of the job.

Remuneration will be set for the advertised position before applicants are seen and selected.

Wherever possible, more than one person must be involved in the recruitment and selection process. In addition, the reasons for the selection and rejection of applicants for vacancies must be recorded.

Employee Training and Promotion

Whilst all training and employment opportunities will be offered strictly on merit, we will encourage underrepresented groups to apply for these opportunities within our company. Wherever possible, efforts will be made to identify and remove unnecessary or unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.

Objectives of the Policy

No applicant, employee or customer will receive less favourable treatment or be subjected to any form of discrimination.

All employees and customers will be given the help they need to attain their full potential wherever that is possible.

We secure the best employees for our needs by accessing all sections of the community.

We achieve an ability based workforce that is in line with the working population mix.

Feedback and Complaints

We will deal with any complaints of discrimination quickly and in a constructive manner. Any feedback or complaints that we receive will be dealt with compassionately. We appreciate that this can be a difficult subject to raise and individuals may feel uncomfortable or intimidated. We are committed to ensuring that you feel able to come forward without fear.

If you have any concerns, please contact:-

Marion Palumbo - Marion@team-medic.com

Conclusion

This policy runs through every function of our business. We understand the importance of equality and diversity and will ensure that this policy is being implemented by all concerned.
Legislation

This policy takes into account the following existing legislation:-

- The Equal Pay Act 1970
- Human Rights Act 1988
- Civil Partnership Act 2004
- Gender Recognition Act 2004
- The Rehabilitation of Offenders Act 1974
- The Equality Act 2010
- The Asylum & Immigration Act 1996

Version Control

Version	Date	Changed by	Comments on Change
Version 1	12/10/2017	Sara Sloper	Document Created – Version 1
Version 2	1 August 2019	Clive Anthony	Review of document
Version 3	08 July 2021	Hilary Humphrey	General review. Added more detail.

Equality Declaration

I (*Insert Name*) acknowledge that I have read and understood the Equality Policy Statement and I will fully co-operate with the promotion of equality.

I will have personal responsibility for implementing Team Medic's Equality Policy during my working day, and I will monitor that the Equality Policy is adhered to by other internal/external members of staff.

Full
Name.....
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Signature.....
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Date.....
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