



Registered Charity Number 1086146

## Equality and Diversity Policy

### 1. Policy Statement

Headway supports and actively promotes equal opportunities for all service users, staff, volunteers and work-based students, and there is a commitment to these principles across the whole organisation. The people accessing or working for Headway Portsmouth and SE Hants have a right to be valued for ethnic background, language, culture and faith and to be treated equally and in an environment that is free from discrimination and harassment. They should also be able to make a complaint without the fear of victimisation. All service users/staff/ volunteers and work-based students should be encouraged to reach their potential.

Headway opposes all forms of unlawful and unfair discrimination or harassment on the grounds of any difference - age, colour, creed, disability, special need, ethnic, national origin, gender, nationality, race, religion or belief, sexual orientation, or status. Please note that this is not an exhaustive list.

All possible steps will be taken to ensure that individuals are treated equally and fairly within the Headway Services.

#### Definition of Equal Opportunity:


The principle of treating all people equally and not being influenced by any difference e.g. the person's sex, race, religion etc

#### Definition of Discrimination:

The treatment of one person more or less favourably than another on the grounds of any difference to do with age, colour, creed, race, nationality, religion or belief, ethnic or national origin, gender, status, disability or special need or sexual orientation. Discrimination may be direct or indirect.

Direct discrimination is deliberate. Discrimination is indirect when an unnecessary condition or requirement is imposed, whether intentionally or inadvertently, such that the proportion of members of one group who can comply with it is considerably smaller than the proportion of other groups

#### Definition of Harassment:

Equality and Diversity Policy	Version : Draft/Full
Page 1 of 3	Date of Approval: December 2010
	Revision Date: September 2023
Signature:	

Behaviour which is unwanted, unreasonable and offensive

## **Definition of Diversity**

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognising our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within everyone.

## **2. Related Headway Policies/Procedures:**

Headway Human Resources Policies and Procedures  
Complaints Policy and Procedure  
Bullying and Harassment Policy

## **3. Staff Responsibilities**

### **3.1 Service Manager / Senior Person**

To ensure that all staff, volunteers, work-based students and service users have access to and are aware of this policy

To ensure that safeguards are in place to protect the interests of the service user, staff, volunteer and work-based student

### **3.2 All staff / volunteers**


This policy applies to all staff, volunteers, work placement students and Trustees.

## **4. Audit Plan**

The Manager/ senior person will monitor adherence of the policy and report findings to the Trustees.

## **5. Scope**

This policy is aimed at ensuring the non-discriminatory treatment of all service users, staff, volunteers and work-based students identifying and removing discriminatory attitudes and practices, identifying and removing any related acts of harassment and dealing fairly and speedily with any issues raised. The chief aim is to ensure all service users, staff, volunteers and work-based students are encouraged to maximise their potential and that no one person receives less favourable treatment or has to endure any form of discriminatory harassment.

Equality and Diversity Policy	Version Draft/ Full
Page 2 of 3	Date of Approval: May 2012
	Revision Date: September 2022
Signature:	

**6. Headway Staff / volunteer training**

All staff, volunteers and work based students to be made aware of and read this policy

**7. References**

Croner's – A Management Guide updated 2016  
Sue Ryder Care – Equal Opportunities Policy 2017

**DECLARATION**

I have read, understand and acknowledge receipt of this policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

**Signature:**


\_\_\_\_\_

**Printed Name:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

Equality and Diversity Policy	Version Draft/ Full
Page 3 of 3	Date of Approval: May 2012
 Signature:	Revision Date: September 2022