

 <p><b>SUPPORT SECTION</b></p>	<b>DOCUMENT NO: SP-09</b>			
	<b>Prepared by:</b>		KQ	
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<b>Equal Opportunities Policy and Procedure SP-09</b>				
<b>No.</b>	<b>Change</b>	<b>Approved by</b>	<b>Date</b>	<b>Effective</b>
2	Age group changed to 18-25	Management	July 2015	July 2015
3	Updated legislation and included gender	HMSC	Oct 2017	Oct 2017
4	Full review. Some wording changed, updated legislation, updated staff responsibility and failure to comply.	HMSC	Oct 2019	Oct 2019
5	Review - No change	HMSC	Oct 2020	

### Purpose

To establish the approach of Flax Foyer in relation to ensuring equality of opportunity for staff and service users in terms of employment and access to services and to provide guidance on anti-discriminatory practice.

### Introduction

**Policy Statement:** The policy statement sets out the framework of principles within which the particular area of work will be carried out. The statement acknowledges the Association's and the Foyer's style and approach to equality, including aims and guiding principles.

### Aims and Principles

1. Flax Foyer is committed to striving for equality in the provision of its services and the employment of staff, Volunteers and Committee of Management who provide these services and contribute to the Management of the Foyer.
2. Flax Foyer will seek to ensure that young people between the age of 18–25 years will not be discriminated against on the basis of their Race; Age; Disability; Sexuality; Gender; Nationality; Religion; Cultural Beliefs.
3. Flax Foyer's commitment to anti-discriminatory practice relates to both direct and indirect discrimination, as set out below:

- Direct discrimination – where someone is treated less favourably than another on any of the grounds detailed above.
  - Indirect discrimination – when a requirement or condition is applied which has a detrimental effect on a particular group as set out above. This applies even if there was not a deliberate intention to discriminate.
4. Flax Foyer will adhere to the requirements and guidance contained in the following legislation in all activities, Sex Discrimination (NI) Order 1976 & 1988 (as amended), Disability Discrimination Act 1995, Race Relations (NI) Order 1997, The Human Rights Act 1998 and Section 75 NI Act 1998.
  5. Employment, Recruitment & Selection – The Association as employers will strive to ensure that individuals are treated equally and fairly and that the decisions on recruitment, training, personal development, and promotion are based on objective and job-related criteria.
  6. All employees will receive equal treatment regardless of their race, age, disability, sexuality, gender, nationality, religion, or cultural beliefs.

### **Access to and Receipt of Services**

7. NB Housing approach to equality with regard to access to and receipt of services within Flax Foyer is as follows:
  - The Association will take practical steps to ensure that its services are accessible to all young people aged 18-25 years who meet the requirements of the selection process regardless of their race, age, disability, sexuality, gender, nationality, religion, or cultural beliefs
  - Young people seeking to access Flax Foyer services will not be disadvantaged by conditions or requirements which cannot be shown to be justified and necessary in the successful operation of the Foyer.
  - Young people in receipt of services within the Foyer shall not be discriminated against. This applies to: Support plan preparation; Access and opportunity to training; Support plan review; Availability of advice and assistance; Referral to specialist services and support; Individual support planning; Protection; Access to information; Access to facilities; Consultation and user involvement; Privacy and Confidentiality; Induction; The right to enjoy living in the Foyer in high quality accommodation.
8. The Association will adhere to the disciplinary policy in respect of any member of staff, volunteer, Management Committee member, who commit any act of discrimination.
9. The Association will enforce the house rules within Flax Foyer against any resident, visitor, or service user who commits any form of discrimination in relation to race, age, disability, sexuality, gender, nationality, religion, or cultural beliefs.

### **Enforcement of Policy**

- Responsibility for the enforcement of this policy ultimately rests with the Management Committee of the Association.

- The Chief Executive will be responsible for ensuring line management staff adhere to proper implementation of this policy, and will bring to the Management Committee's attention any breach of this policy.
- The Foyer Manager is responsible for the implementation of this policy in respect of access to Foyer Services, and to all services provided with the Flax Foyer.
- All Foyer staff have a responsibility to comply with this policy to ensure equality of opportunity of all. See Organisational Equal Opportunities Policy for further responsibilities.
- The Foyer Manager is responsible for reporting to the Chief Executive any acts of discrimination carried out by staff within the Foyer development and any acts of discrimination carried out by service users.
- The Management Committee will be responsible for the review of this policy on a two-yearly frequency and to review and approve in accordance in legislation.

### **Failure to Comply**

- Failure of staff to comply with any obligation in the policy will be regarded as serious misconduct which may lead to disciplinary action.
- Failure of residents to comply may result in a warning being issued.

### **Associated Documents**

Code of Conduct Policy

Complaints Policy, leaflet and flowchart

Application, Assessment and Allocations Policy

Needs and Risk Assessment and Support Planning Policy

Resident Charter

Warning System

Incident Policy

Residents Handbook

Joint Contract

Licence Agreement

Organisation Equal Opportunities Policy