



Please note that the charity is registered with the Charity Commission as 'New Horizons Mental Health CIO' but will be referred to as 'New Horizons' throughout the document

EQUALITY & DIVERSITY POLICY

A) PURPOSE

New Horizons is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community are treated with respect and dignity. It aims to create a culture of diversity within its community, providing a dynamic working and learning environment, where all members are valued for their contribution and individuality.

The Charity is committed to providing equality of opportunity for all, irrespective of:

- Age
- Disability
- Ethnicity (including race, colour and nationality)
- Gender (including gender reassignment, marital status, pregnancy or maternity)
- Religion, belief
- Sexual orientation (including civil partnership status)

B) SCOPE

The policy is applicable to all staff, trustees, volunteers and service users. The principles of non-discrimination and equality of opportunity also apply to the way in which staff, trustees, volunteers and service users should treat each other, and any other persons associated with the functions of the Charity.

The Charity will work to ensure that all stakeholders are treated fairly and are not subjected to unlawful discrimination.

C) POLICY STATEMENT

New Horizons Mental Health is positively committed to ensuring that it does not discriminate either directly or indirectly in its provision of services or in its employment and volunteering policies. New Horizons is committed to reviewing and monitoring the Equality and Diversity Policy.

This organisation recognizes that power is not held equally in society. We understand that groups and individuals are discriminated against on the basis of disability, race, gender, sexuality, marital status, parental status, social background and beliefs. Recognizing this New Horizons is implementing and has implemented policies that ensure that equality and diversity is a reality.

As a service provider we expect our staff and volunteers to implement this statement. In our role as employer we will use best practices in Equality and Diversity and monitor the process.

New Horizons will take action against those members/service users/staff/volunteers who behave in a discriminatory way. Training on Equality and Diversity will be delivered to all members/service users/staff and volunteers.

The organisation is committed to a programme of action to ensure that this statement is fully effective.

OUR COMMITMENT & ACTION PLAN

New Horizons is committed to ensure fair, just and lawful treatment of all individual volunteers and when recruiting volunteers, employees and when recruiting employees. As well as service users and others with whom we have dealings with. We will not discriminate or disadvantage any individual on any basis, which is unfair, unjust or unlawful on grounds such as gender, race, marital status, colour, nationality, ethnic origin, religion, disability, age or sexual orientation.

Through our Action Plan (see Appendix A) we will work towards ensuring that all people, irrelevant of their gender, race, marital status, colour, nationality, ethnic origin, religion, disability, age or sexual orientation can access our services where and if appropriate.

We will aim to create and maintain a workforce and a service that is free of discrimination and harassment and is representative of a culturally diverse community. All employees and potential employees are recruited and managed on their merit.

1. OBJECTIVES

The objectives of this Policy are to ensure that:

- The Management Committee, staff, volunteers and service users understand their responsibilities and take the lead in developing good practice in the organization.
- All trustees, staff, volunteers and service users recognize the role they play in contributing to a discrimination-free environment in which to work and deliver services.
- Consideration is given to Equality and Diversity when services are planned and delivered

- All employment procedures and practices including recruitment, selection, training, promotion etc are monitored, reviewed and where necessary revised on an annual basis (in consultation with our HR adviser).
- Proper systems are in place for monitoring and evaluating this Policy.

2. IMPLEMENTATION OF THE POLICY

Overall responsibility for implementing the Equality and Diversity policy lies with the Director and Management Committee.

3. AIM OF THE POLICY

The aim of this Equality and Diversity Policy is to outline a systematic approach to establishing a pro-active environment within New Horizons where good practice in Equality and Diversity can and does flourish.

4. OBJECTIVES OF THE POLICY

The objectives of this policy are to:

- Make clear the role of all parties in the organisation and in particular the responsibilities of the Management Committee in relation to all Equality and Diversity issues.
- Ensure an appropriate structure is in place for implementing both the spirit and the letter of the Equality and Diversity Policy
- Ensure that appropriate and effective systems exist to ensure that Equality and Diversity issues are considered when services are planned, delivered, monitored and evaluated
- Ensure proper systems exist in relation to all employment procedures and practices with special reference to the importance of good practice in the areas of recruitment, selection, training and promotion
- Ensure that when complaints or grievances arise that they are dealt with in an appropriate manner and with sensitivity to all parties

5. RESPONSIBILITIES

It is the responsibility of all trustees, staff, volunteers and service users at New Horizons to ensure that good practice in Equality and Diversity is developed and maintained.

Everyone can contribute by an awareness and sensitivity towards the issues and by ensuring that standards of conduct for themselves and colleagues do not cause offence.

Failure to carry out both the spirit and the letter of the New Horizons Equality and Diversity Policy will lead to disciplinary action being taken and may result in dismissal (see New Horizons' Disciplinary & Grievance Policy Procedure).

The Equality and Diversity Policy will be communicated and be accessible to all via:

- Induction for new staff
- Training for staff, trustees, volunteers and service users

- Posters on walls at all centres
- Annual review of the Policy
- Making the Policy available on the organization’s website

In particular it is the responsibility of the Director and the Management Committee to:

- a) Be familiar with the legislation relating to Equality and Diversity
- b) Be familiar with the codes of practice issued by the Equality and Human Rights Commission and all other similar guidance and policy directives
- c) Ensure that all policies and procedures relating to the employment of staff are monitored and reviewed on a regular basis with the HR adviser. Where necessary to revise and update these as a matter of urgency
- d) Agree and review annual strategies and targets for ensuring the ongoing development of good practice

POLICY CONTROL SCHEDULE	
Document reference:	
Version:	
Ratified by:	Management Committee
Date ratified	December 2012
Originator/author:	
Responsible committee/individual:	
Executive lead:	
Date issued:	December 2012
Last reviewed	December 2014
Review date:	June 2017

New Horizons' Equality & Diversity Action Plan 2017/18

Action	Progress	Date achieved by	Next steps
Review the Equality and Diversity Policy, Statement and Action Plan	Revised and adopted	June 2017	Review June 2018
Ongoing training on E&D for staff, trustees ,service users and volunteers	Staff, Trustees, service users and volunteers attended a training course on E&D	Ongoing	Skills audit and training review to be undertaken during 2017 identifying any new training needed
E&D Monitoring of access to services	Ongoing E&D monitoring of service users and volunteers through Lamplight data base	Ongoing work	Ongoing work
E&D Monitoring of recruitment	New Horizons has only recently undertaken recruitment for 3 members of staff and within the recruitment E&D monitoring has been undertaken and recorded	Ongoing	Ongoing good practice
Business Planning	A new service for young people was developed during 2013 and is now mainstreamed. Further gaps in services will be considered and addressed where possible.	Ongoing	Ensure that the impact on Equality and Diversity is considered within the business planning process for the organisation

Equality & Diversity
A summary of our achievements so far

The New Horizons' Equality & Diversity Policy has an ongoing practice that we all adhere to.

- Staff, trustees, service users and volunteers accessed E&D training
- New staff are briefed on the policy and training is sourced for them
- Within the recruitment E&D monitoring is undertaken and recorded
- Equality& diversity monitoring of access to services is ongoing through Lamplight data base
- The Equality & Diversity Policy is advertised throughout New Horizons' projects including outreach services
- Equality and Diversity is considered within the Business Planning process
- There is an annual review of the Policy