

## **BOPF Equalities and Diversity Policy**

### **Introduction**

Bristol Older People's Forum (BOPF) is committed to valuing diversity, challenging discrimination, tackling inequalities and promoting equality for all older people. This belief remains at the core of our organisations aims and is embedded in our values. We support and uphold the principles enshrined in the Equality Act 2010, Human Rights Act 1998 and the Employment Act 2002.

In order to achieve meaningful equality, we recognise that additional support will be required for disadvantaged groups.

### **AIM**

#### **BOPF aims to:**

- Promote good relations between people of diverse backgrounds
- Promote equality of opportunity, across all activities of the organisation through fair treatment
- Eliminate unlawful discrimination

#### **To achieve these aims, BOPF will:**

- Ensure that all staff, volunteers, service users and visitors enjoy a safe environment, free from discrimination and harassment
- All staff, volunteers and service users should have equal access to the quality services that are provided by the organisation
- All staff and volunteers should have equal access to opportunities for personal and professional development, career progression and promotion opportunities.
- All staff, volunteers and service users should be able to participate fully in the work and activities of the organisation and celebrate its diversity
- Staff and volunteers should reflect the diversity of talent, experience and skills from the local communities which it serves.
- BOPF will use positive action initiatives to redress inequalities and discriminatory practices
- BOPF will ensure that all stakeholders, including staff, volunteers and service users will be encouraged to contribute to decision making processes.

## **POLICY STATEMENT**

BOPF recognises that certain groups in our society are discriminated against, directly or indirectly, intentionally or unintentionally. BOPF therefore seeks to:

- Promote the well-being of all older people and recognises that every person is an individual with different needs, preferences and abilities
- Reflect diversity by making services accessible and inclusive of older people from all sections of the community and attracting and retaining a diverse work force
- Be an equalities champion and leader in promoting equalities, challenging discrimination, providing responsive and accessible services for all older people
- Ensure that individuals are treated fairly, with dignity and respect, regardless of their age, marital or relationship status, disability, race, faith, religion or belief, gender, sexual identity, language, socio-economic background or any other distinction.

### **Equalities and diversity in recruitment**

BOPF will ensure that all jobs are designed, advertised and filled in line with the principles of this policy.

- Jobs will be advertised widely, with clear instruction about completing the application, closing dates and other relevant information. Adverts may include wording that encourage applications from specific groups which are under represented in the organisation.
- All job descriptions and person specifications will be scrutinised to ensure they do not ask for unnecessary requirements or qualifications
- Flexible working practices will be considered at the recruitment stage to ensure that posts are available to as many people as possible
- Selection procedures will be thorough and conducted against defined criteria which will be made available as appropriate.

### **Equalities and diversity in employment**

BOPF promotes equalities and diversity in employment through:

- Directly tackling all reported instances of discrimination, bullying, harassment or intimidation and encouraging a culture of tolerance and respect
- Ensuring that the working environment promotes dignity for everyone
- Providing measures and adjustments for employees who become disabled during their employment or for disabled appointees
- Ensuring equal opportunity in employment
- Employees will be considered solely on their merits for career development and promotion

### **Equalities and diversity in training and development**

BOPF will offer opportunities for learning and development to all staff, and to volunteers as resources allow, recognising the benefits to both the individual and the organisation and that some groups in society do not have equal access to training and development.

### **Equalities and diversity in service delivery**

BOPF will implement equality of opportunity in service delivery by

- Consulting over 55s about service provision relevant to their needs and seek involvement from them in service planning.
- Ensuring information about our services is accessible, clear and understandable and widely available, as resources allow.
- Encouraging and supporting community and self-help initiatives.

### **Monitoring, evaluation and review of this policy**

- Performance against the objectives of this policy will be monitored by the Finance and Administration Manager and reported to the Trustees every year.
- This policy will be reviewed by the Trustees every 2 years.

### **IMPLEMENTATION**

Implementation date: April 2019, Review date: July 2022

### **REVIEW OR AMENDMENTS TO POLICY (Policy change)**

(detail whether the policy has been reviewed or amended). This policy has been reviewed by the **BOPF Ambassador: Judith Brown** **Date: 3 September 2020**

Signed: Ian Bickerton, BOPF Chair, 3 September 2020