

BOPF Equalities, Diversity and Inclusion 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.

AIMS

BOPF aims to:

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

To achieve these aims, BOPF will:

- Ensure that all staff, volunteers, members and visitors enjoy a safe environment, free from discrimination and harassment.
- All staff, volunteers and members should have equal access to the quality services that are provided by the organisation.
- All staff, trustees and volunteers should have equal access to opportunities for personal and professional development.
- All staff, volunteers and members should be able to participate fully in the work and activities of the organisation and celebrate its diversity
- BOPF will use positive action initiatives to redress inequalities and discriminatory practices in appropriate circumstances.
- BOPF will ensure that all stakeholders, including staff, volunteers and members 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. 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 are committed to attracting and retaining a diverse work force.
- BY 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, 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 underrepresented 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 (within the needs of the role).
- Selection procedures will be thorough and conducted against defined criteria which will be made available as appropriate.

Equalities and diversity in employment

Bristol Older People's Forum is committed to equality in its provision of services and in all its employment practices, policies and procedures. This includes recruitment, training, remuneration and promotion and equal terms and conditions of employment. It is committed to the creation of a non-discriminatory working environment.

This policy applies to employees whether part-time, full-time, fixed term or temporary, contractors, volunteers and trustees as well as members.

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 and trustees as resources allow, recognising the benefits to both the individual and the organisation.

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.
- BOPF will work hard to foster good relations between groups from different backgrounds and protected characteristics. We will encourage opportunities for social interaction between groups with different backgrounds or protected characteristics and will try to counteract myths and misinformation.
- BOPF will promote inclusion in all aspects of its work to ensure that all members and trustees from all backgrounds and abilities feel they have a role and a voice in the organisation.

Monitoring, evaluation and review of this policy

BOPF will regularly monitor and review the composition of its trustees, volunteers and the local community with an aim to encourage broad base representation and will take positive action to address the under-representation of any groups.

- 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.

MANAGEMENT

IMPLEMENTATION

BOPF will make a copy available on its website of this policy which outlines that all individuals (trustees, staff, volunteers and members) have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy. Allegations of inequality or discrimination will be thoroughly investigated and dealt with in accordance to the Disciplinary and Grievance Guidelines. BOPF trustees will deal appropriately with any breaches of this policy.

RESPONSIBILITIES

All trustees and staff are required to set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to this policy and promote BOPF's aims and objective with regards to equality, diversity and inclusion.

INDIVIDUALS RESPONSIBILITIES

Individuals must not discriminate against or harass any other individual in the course of their duties and are required to assist BOPF to meet its commitment to this policy.

IMPLEMENTATION

Date implemented: April 2019

Next review date: October 2025

REVIEW OR AMENDMENTS TO POLICY

Reviewed by: BOPF Trustee, Trish Mensah

Date reviewed: October 2023

Date adopted at Trustee Meeting: 19 October 2023

Signed: Christina Stokes, BOPF Chair, 19 October 2023