**Equal Opportunities - Employment**

The aim of this document is to communicate the commitment of My Support and Care services Ltd to the promotion of equality of opportunity, diversity and inclusion within the workplace.

**Policy**

My Support and Care services Ltd are opposed to all forms of unlawful and unfair discrimination and will provide employment equality irrespective of:

* Gender
* Marital, or family status
* Religious belief or political opinion
* Disability
* Race or ethnic origin
* Nationality
* Sexual orientation
* Age

At My Support and Care services Ltd we encourage, promote and support diversity within the workforce.

All employees and job applicants (actual or potential) will be treated fairly, and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

***Our Equality Commitments***

My Support and Care services Ltd will:

* Promote equality of opportunity for all employees
* Promote a good and harmonious working environment in which all employees are treated with respect
* Prevent occurrences of unlawful and direct discrimination, indirect discrimination, harassment and victimisation.
* Fulfill our legal obligations under the equality legislation and associated codes of practice.
* Comply with My Support and Care services Ltd equal opportunities policy and associated policies.
* Take lawful affirmative or positive action where appropriate.

***Implementation of Policy***

The service manager has specific responsibility for the effective implementation of this policy. All employees are expected to abide by the policy and help create the equality environment, which is the objective of this policy.

In order to implement this My Support and Care services Ltd will:

* Communicate the policy to employees, job applicants and relevant others i.e. agency workers.
* Provide equality training and guidance as appropriate i.e. management training, induction
* Ensure that those who are involved in the selection process of recruitment or promotion will be trained in non-discriminatory selection techniques.
* Ensure that adequate resources are made available to fulfill the objectives of the policy.
* Incorporate equal opportunities notices into general communication practices i.e. newsletters, memos and other written documents.

***Monitoring and Reviewing the Policy***

My Support and Care services Ltd will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.

The effectiveness of this policy will reviewed on a regular basis, at least annually and in accordance to any relevant legislation.

***Complaints***

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter with the service manager, or director of My Support and Care services Ltd by referring to the *‘Grievance’* policy. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

***N.B***

Breaches of this Equal Opportunities policy will be regarded as misconduct and could lead to disciplinary proceedings.