Equal Opportunities and Diversity Policy

1. Policy statement

We recognise that certain individuals and groups in society suffer discrimination on the grounds of age, sex, sexual orientation, race, colour, nationality, ethnic or national origin, religious belief, gender, gender reassignment, disability, and marital status, culture and socio-economic background.

We will seek to ensure that we do not engage in direct or indirect discrimination on the grounds above. We will seek to ensure that our services and resources are relevant to all members and service users and are perceived by them as being so.

The aim of the policy is to ensure no job applicant, employee worker or volunteer is discriminated against either directly or indirectly on the grounds above.

The Trustees have primary responsibility for ensuring equal opportunities in service delivery and employment practice. All members, employees, workers and volunteers must adhere to this policy in the course of their work, monitor it on a day-to-day basis and report on its operation to the Trustee Board.

2. Employer's responsibilities

We will:

- Communicate the policy to all staff, volunteers, members of advisory groups and members through the use of handbooks, policies, notice boards, circulars, written notification to individual employees and other methods of communication as appropriate.

- Discuss and, where appropriate, agree with employee representatives any proposed changes in the policy's contents and implementation.

- Make it known to all job applicants and, where appropriate, to all service users.

- Ensure that disciplinary and grievance procedures incorporate principles of equal opportunity and non-discrimination.
- Regularly examine existing procedures and criteria, including recruitment practices and terms and conditions of employment, and change them where they are actually or potentially discriminatory.
- Ensure that the organisation is kept up-to-date and within the law.
- Provide training and guidance to enable staff to carry out the policy and provide specific training for relevant decision makers, including members of the Board of Trustees where appropriate.
- Regularly monitor the application of the policy.
- Make reports annually on progress in implementing the policy and on any necessary changes.

3. Recruitment and selection

We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions do not discriminate, whether consciously or unconsciously, in making decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be in line with our Diversity & Equal Opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Shortlisting and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

4. Service provision

We will work actively towards ensuring that our services and resources are relevant to all members and service users. We will examine each area of work to determine whether:

- The service is offered in an accessible and relevant way.
- Alternative methods would be more appropriate.
- Additional services should be developed.
- There are any practices/procedures which are discriminatory.
- All written resources for groups and individuals produced by LWC will reflect the mixed community within which we work and stereotyped images of particular groups will not be reinforced. All employees, workers, members and volunteers must ensure that their work reflects these principles.

Users must have easy access to information about LWWC's services which may involve making materials available where appropriate in a variety of media, e.g. in large print or electronically. In particular, all printed materials will be in a minimum of 10pt type.

It is also recognised that LWWC will not be able to meet all the demands made upon its services. There will be a drawn up and publicly available list of priorities for the service which will be reviewed at least annually.

5. Document details

Organisation: Live Well with Cancer

Version Number: 2.0

Policy owner: Chief Executive Officer/Board of Trustees

Date approved: 5th December 2019

Latest review: June 2026

Next review: May 2027

This policy will be reviewed annually or in response to updated regulations or guidance.