

1. Introduction

- 1.1 We are committed to a policy of equal treatment of employees, Service Users and its stakeholders, and require everyone of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.
- 1.2 Everyone is expected to abide by the requirements for the Race Relations Act 1976, Sex Discrimination Act 1986, Disability Discrimination Act 1995 and the Equality Act 2010.

2. Principles

- 2.1 Specifically, discrimination is prohibited by:
 - 2.1.1 Treating any individual on grounds of gender, gender reassignment, colour, marital status, race, nationality or ethnic of national origin, religion, sexual orientation, age or disability less favourably than others.
 - 2.1.2 Expecting an individual, solely on the grounds stated above, to comply with requirement(s) for any reason whatsoever related to their role within Ceiba Community Support, which is different from the requirements for others.
 - 2.1.3 Imposing on an individual's requirements, which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition, which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
 - 2.1.4 Victimisation of an individual.
 - 2.1.5 Harassment of an individual, by virtue of discrimination.
 - 2.1.6 Any other act of omission, which has the effect of disadvantaging one individual against another, or others, purely on the above grounds. Thus, in all the Company's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

- 2.2 We are committed to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any individual accused of discrimination.
- 2.3 Any employee found guilty of discrimination will be instructed to cease forthwith. Since discrimination in its many forms is against the Company's policy, any individuals offending will be dealt with under the disciplinary procedure.
- 2.4 Ceiba Community Support commits itself to the disabled person whenever possible and will treat such individuals, in aspects of their recruitment, in exactly the same manner as other employees.

3. Responsibilities

- 3.1 Those who are involved in the recruitment, selection, promotion and training of employees have special responsibility for the practical application of Ceiba's Equal Opportunity Policy.
- 3.2 The Grievance Procedure is available to any employee who believes that he or she may have been unfairly discriminated against.
- 3.3 A complaints procedure is available for any Service User or stakeholder who believes that he or she may have been unfairly discriminated against.
- 3.4 Any employee who is found to have committed an act of unlawful discrimination will face disciplinary procedures. Discriminatory conduct and sexual or racial harassment shall be regarded as gross misconduct.