NAPA Equality, Diversity and Inclusion Policy

Equality, Diversity and Inclusion are central to everything we do at NAPA. We are committed to creating better lives for all.

Equality, Diversity and Inclusion at NAPA:

We are all different. We come from different backgrounds, have different family structures and relationships, come from different geographical places, have different faith and belief systems, see the world differently and have different abilities. These differences can be very obvious but some can't be seen. Diversity is about positively valuing and harnessing these differences.
Inclusion refers to a person's experience – whether that's at work, when using public services or in wider society – and the extent to which they feel valued and included.

NAPA understands that positively valuing diversity and inclusion can make organisations better; helping us learn, innovate and deliver benefits for the people we're here to support. We strive to value and harness diversity in everything we do, including making our support services inclusive and accessible to everyone.

NAPA's position on diversity and inclusion:
NAPA will not tolerate any discrimination, victimisation, or harassment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We are committed to tackling the inequalities and exclusion experienced by many people with care and support needs and promoting equality and inclusion in all areas of our work.

Promoting inclusion in our work:

We respect the diversity of those we support, their family and the professionals that support them. We will do everything we can to ensure that we are as inclusive as possible in all areas of our work, whether that's providing services for the workforce such as information, advice and training, working collaboratively with our members to improve the daily lives of those with care and support needs, or as an employer.

We believe in an inclusive society where everyone, including those with care and support needs, is treated with dignity and respect.

NAPA is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society, our members and supporters and for each employee to feel respected and able to give their best.

The organisation - in providing support services to the health, housing and social care sector is also committed against unlawful discrimination of customers or the public.

To realise the benefits of diversity and inclusion, we will focus on 4 key objectives:

1. Meeting our statutory requirements and going beyond this by taking positive action and building a culture that champions Equality Diversity and Inclusion
2. Maintaining our representation where we are doing well and improving our representation in areas where we could improve
3. Creating an inclusive culture, that values diversity, in how we treat each other and interact with our members and supporters
4. Act upon our commitment to diversity and inclusion – firmly embedded in our culture of Inclusion

The policy's purpose is to:
• provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
• not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
• oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

NAPA will:
• Encourage equality, diversity and inclusion in the workplace as they are the right thing to do, good practice and make business sense

• Create a working environment free of racism, sexism, homophobia, transphobia, xenophobia, ableism, ageism, bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. This commitment includes training all employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

• Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, members and supporters, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. For example - racism and sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault and racist allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

• Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
• Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
• Monitor the make-up of the workforce regarding information such as race, sexuality, age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

This policy is fully supported by NAPA's Executive Director and the NAPA Board of Trustees.