



CARE4U2DAY Limited
Home Care Services

Equal Opportunities Diversity Policy

EQUAL OPPORTUNITIES & DIVERSITY POLICY

CARE4U2DAY Limited is an Equal Opportunities Employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. As such, the Organisation is committed to adopting, implementing and monitoring a Policy of Equal Opportunities for all employees to ensure a total absence of discrimination in the work-place and that equal opportunities do genuinely exist. The Organisation aims to provide a service to our service users, and employment conditions for our staff, which are relevant, responsive and sensitive.

Implementation and management of this Policy is the responsibility of the Registered Manager. It is the objective of this Policy that there shall be no discrimination towards employees on the grounds of any of the following parameters:

- Race or ethnic origin
- Nationality
- Creed, religion or belief
- Age
- Political affiliations or beliefs
- Disability or impairments (ref. requirements of *The Disability Discrimination Act, 1995*)
- Marital status
- Sexual gender
- Sexual orientation
- Employment status
- Unrelated criminal convictions
- HIV status
- Trade union activities
- Commitments as a carer or responsibility for dependents

In this respect, employees with disabilities will only be prohibited from positions where the job duties involve activities which would make it impossible or inherently hazardous to perform.

For employee recruitment and selection, to eliminate possibilities of discrimination or prejudice prior to interview, employment application forms do not include questions concerning race or ethnic origin, creed, colour, religion, political affiliation, or sexual orientation. Thereafter, employee selection criteria will proceed purely according to the merits and abilities of the candidate to perform the tasks and duties listed in the relevant Job Description. Employee recruitment and selection procedures are regularly reviewed to ensure that the elements of this Policy are maintained.

The Organisation provides facilities for any employee who believes that he or she has been treated unfairly within the scope of this Policy to address the matter through a documented and established Grievance Procedure.