

Equality, Diversity and Inclusion Policy

01.07.2021

Revision:

Date	Revizor	Audit description

Approved by:	Name	Date
CEO	Ana Kirijas	01.07.2021

Document distribution:

Name	Position	e-mail adresa
Ana Kirijas	Manager	a.kirijas@radekoncar.com.mk
Goran Golic	IT Specialist	goran.golic@radekoncar.com.mk
Nenad Jancik	Ass.manager	nenad.jancic@radekoncar.com.mk>
Ivan Kajeve	Commercial manager	Ivan Kajeve <ivan.kajeve@radekoncar.com.mk>
Nadica Meshkova	Purchasing manager	nabava@radekoncar.com.mk
Goran Zdravkovski	Technology	tehnologija@radekoncar.com.mk
Igor Zafirovski	Construction	konstrukcija@radekoncar.com.mk
Aleksandar Teodorov	Human resources	a.teodorov@radekoncar.com.mk
Krstevska Dance	Finance	d.krstevska@radekoncar.com.mk

Content:

- 1.0 Purpose and Introduction
 - 2.0 Equality, Diversity and Inclusion Principles
 - 3.0 The recruitment, development and management of employees
 - 4.0 The delivery of services
 - 5.0 Breaches of this policy
- Glossary

1.0 Purpose and Introduction

1.01 The purpose of this policy is to ensure that the Rade Koncar Kontaktori i Relei offers equality of opportunity for all who come into contact with us regardless of their diverse personal characteristics.

1.02 This policy focuses on five main areas: • The recruitment, development and management of employees • The recruitment, development and management of volunteers • The delivery of services • The development of public and patient involvement and stakeholder engagement in both our own ongoing development, and in the development of healthcare delivery and research programmes which we support

2.0 Equality, Diversity and Inclusion Principle

2.01 For us, valuing diversity means recognising and valuing difference in its broadest sense. It is about ensuring that our practices recognise, respect and value difference, so that we can all learn from each other.

2.02 For us, a commitment to inclusion means ensuring that people do not face barriers in their engagement with us because of their personal characteristics.

2.03 For us, equality does not mean treating everybody the same. Rather, it means understanding each individual's needs, such that people engaging with us experience equality of access, equality of treatment and equality of outcomes, regardless of their individual needs.

2.04 This policy is compliant with the Equalities Act 2010, ensuring that no person will be discriminated against on the basis of any of the nine characteristics protected by the Act: • Age • Disability • Sex • Gender reassignment • Marriage or civil partnership • Pregnancy and maternity • Race • Religion or belief • Sexual orientation.

2.05 We recognise that disability may take many forms and be invisible, for example, mental health conditions, cognitive impairments and sensory impairments.

2.06 We recognise that discrimination can be both direct, where a particular individual is subjected to worse treatment because of a characteristic, and indirect, where a policy or work practice systematically affects particular groups of people. Through this policy we aim to ensure that nobody experiences discrimination in their engagement with us, whether direct or indirect.

2.07 We understand that sometimes people can face discrimination on the appearance of a characteristic, or because of an association with someone with a particular characteristic, such as a carer. This policy treats all such cases as discrimination.

2.08 We will treat all people coming into contact with the Rade Koncar Kontaktori i Relei with dignity and respect.

2.09 We will not victimise anybody who raises a complaint or acts as a whistle blower to call out any poor practice that they report.

3.0 The recruitment, development and management of employees

3.01 Rade Koncar Kontaktori i Relei is committed to building a workforce whose diversity reflects the communities it serves.

3.02 We have a Recruitment and Screening Policy which ensures that throughout the recruitment process, job applicants are treated fairly and have equality of opportunity regardless of their personal characteristics.

3.03 With regard to additional characteristics that can cause barriers in employment, we will not discriminate on the basis of membership or non-membership of a Trade Union.

3.06 We will make reasonable adjustments to working practices, equipment and working environments to meet the needs of individual employees wherever possible, when requests are raised to Human Resources.

3.07 We will ensure that the charity's policies covering pay, benefits, grading and other terms and conditions do not cause indirect discrimination.

3.08 Whilst the charity may be liable for any unlawful discrimination committed by its employees and volunteers, if the charity has taken all reasonable steps to prevent such discrimination from occurring, individual employees may be held personally liable for acts of unlawful 5 of 9 discrimination. All employees and volunteers must therefore understand the scope of the Equality Act 2010.

3.09 All employees will undertake mandatory equality and diversity training.

3.10 All employees and managers have duties and responsibilities through this policy which are outlined below.

3.11 All employees have a personal responsibility to:

- Treat everybody they come into contact with through their work with respect and dignity
- Adjust their practice to ensure that everybody with whom they engage with through their work has equality of access, equality of treatment and equality of outcomes
- Intervene to prevent or halt situations involving harassment or discrimination
- Report to their line manager any behaviours or procedures which threaten to undermine this policy
- Respond promptly to any complaints about unfair treatment, ensuring that these are reported and escalated within the charity as appropriate

3.12 All managers have additional responsibilities to:

- Act in accordance with the Recruitment and Screening Policy when recruiting to vacant roles
- Ensure that opportunities for training and career development are available to all employees on the basis of individual and organisational needs
- Ensure that the employee reporting to them are fully aware of this policy and receive appropriate training in Equality, Diversity and Inclusion

4.0 The delivery of services

4.01 We are committed to ensuring that all people seeking a service from us are treated fairly and with respect.

4.02 Our own support services are delivered through our employees and volunteers. As such, the main way in which we ensure adherence with this policy is through sections 3 and 4 of this policy.

4.03 In addition, we are committed to developing the use of technology to overcome barriers to access our central support services.

4.04 We are committed to working with a wide range of employees employed in health and social care through our service development and professional development work. We are committed to ensuring equality of access to all our training and professional development services.

4.05 Through our work with health and social care professionals and institutions, we can have an impact on the services experienced by a wide range of individuals. We will therefore embed good

practice in relation to equality, diversity and inclusion in any guidance, training or standards that we produce.

5.0 Breaches of this policy Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct. We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

Glossary

Discrimination – the prejudicial treatment of different categories of people – either directly or indirectly. Discrimination can come in one of the following forms: • direct discrimination - treating someone with a protected characteristic less favourably than others • indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage • harassment - unwanted behaviour linked to a protected characteristic that violates someone’s dignity or creates an offensive environment for them • victimisation - treating someone unfairly because they’ve complained about discrimination or harassment

Diversity – the fact of many different types of people being included.

Equality – the right of different groups of people to have a similar status and receive the same opportunities. Equalities Act (2010) - the Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous antidiscrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it’s unlawful to treat someone.

Inclusion – the act of including someone as part of a group. Protected characteristics. It is against the law to discriminate against anyone because of: age; being or becoming a transsexual person; being married or in a civil partnership; being pregnant or on maternity leave; disability; race including colour, nationality, ethnic or national origin; religion, belief or lack of religion/belief; sex; and sexual orientation. These are called ‘protected characteristics’