



## HEALTH POVERTY ACTION

### Equal Opportunities Policy

#### 1 Equal opportunities in Health Poverty Action

1.1 Health Poverty Action's statement of values begins:

*“**Equity** is the key to all our work. Health care is a fundamental human right which should be universally available to all according to need. Health Poverty Action recognises that there are limitations to the extent to which all needs can be met, but it affirms a commitment to the principles of universality and of inclusion of the most vulnerable and to ensuring **gender** equity in the operation and outcomes of our programmes.”*

1.2 These values underpin not only our international health programmes, but the governance and management of the organisation.

1.3 Health Poverty Action is therefore committed to challenging all forms of discrimination and prejudice and we will take steps with the aim of eliminating unfair disadvantage from all aspects of our work. Prejudice and harassment in any form will not be tolerated within Health Poverty Action.

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#### 2 Equal opportunities in relation to Health Poverty Action's workforce

2.1 In employing staff, and in engaging consultants and volunteers, we aim to attract a diverse workforce. This will only be achieved if equal opportunities are integral to all our activities and a broad range of people are involved in Health Poverty Action's work in the UK and internationally.

2.2 We aim to ensure that all people who work in Health Poverty Action are valued for their contribution and are given the opportunity to realise their full potential possible within the organisation.

2.3 The aims of Health Poverty Action's equal opportunities policy and practice are

- (a) to ensure that job applicants, employees, consultants, volunteers or trustees
  - do not suffer unlawful discrimination or receive less favourable treatment because of, for example, their nationality, ethnic origin, gender, religious belief; social class or caste, age, disability, political opinion, marital / parental status or sexual orientation.
  - are not disadvantaged by conditions or requirements which cannot be shown to be justifiable and are treated on the basis of their relevant abilities and merits.
- (b) so far as the law allows, to encourage positive action to promote equality of opportunity.
- (c) to ensure that its procedures give individuals equal opportunity in recruitment, training, promotion and career development.

2.3.1 There may be occasions when nationality or other factors have to be taken into account when appointing overseas staff, for example, due to regulations in that country. Any such exceptions will occur only after careful consideration in the light

of the needs of the programme and will be subject to review as circumstances change.

- 2.3.2 There are variations between the detail of terms and conditions for staff working in different countries, but these will be within the framework of Health Poverty Action's values and principles adapted to local contexts, rather than a radical departure from them.

### **3 Implementation**

#### **3.1 Recruitment and selection**

- 3.1.1 Recruitment and selection of staff, volunteers and consultants is carried out in accordance with good equal opportunities practice, as outlined in the Recruitment Procedures set out in Health Poverty Action's Managers' Handbook. Health Poverty Action will consider, seek and use the most effective ways of recruiting suitably qualified applicants from disadvantaged and under-represented groups. Before advertising any posts, Health Poverty Action will consider whether the advertisement should encourage applications from specific under-represented groups.

- 3.1.2 Procedures set out in the Managers' Handbook enable those responsible for the recruitment and promotion of staff or the operation of disciplinary or grievance procedures to act in a manner which minimises the risk of discrimination.

- 3.1.3 Board of Trustees: Health Poverty Action recognises that individual members of disadvantaged groups are particularly under-represented at the highest levels of decision-making in society. Therefore we aim to ensure that our Board of Trustees maintains a healthy degree of diversity through appropriate advertising and selection methods.

- 3.1.4 Job applicants are expected to demonstrate a commitment to equal opportunities and an understanding of how to implement its principles in relation to the post for which they are applying.

#### **3.2 Responsibilities of employees**

- 3.2.1 All employees have a contractual obligation to apply the Equal Opportunities Policy positively in all aspects of their work.

- 3.2.2 Any proven instance of discrimination or harassment will be treated as a disciplinary offence, which may lead to disciplinary sanctions up to and including summary dismissal.

- 3.2.3 Where employees consider they have been subject to discrimination or harassment, they should follow the steps set out in the Grievance Procedure.

#### **3.3 Staff training and development**

- 3.3.1 Health Poverty Action has a Staff Development Policy which covers activities which:
- enable staff to continuously improve their performance in achieving the organisation's goals;
  - enhance their opportunity for personal and professional satisfaction and growth within their work.

- 3.3.2 Work plans and budgets will include processes and resources for identifying people's development needs and supporting these needs.

#### **3.4 Monitoring and recording**

As part of its monitoring of performance in the area of Equal Opportunities, Health Poverty Action might on occasions store information that is considered sensitive data under the Data Protection Act 1998, or personal under GDPR. Where this is the case, staff are informed through the Privacy Notice.