

	<h2 style="text-align: center;">Human Resources Manual</h2>	
Section: 1.	Subject: Equality & Diversity Policy	Issue: 3
	Date: 20.01.2013	Review: 20.01.2015

LIFE believes and recognises that the diversity of our workforce, clients/tenants and service users should be valued and respected. Our objective is to create a working environment in which there is no unlawful discrimination and all decisions are based on merit.

We will provide a framework for all LIFE's Trustees, managers and staff to understand and deliver their responsibilities and a mechanism for monitoring the Charity's performance and outcomes. We will produce a Single Equality Scheme and Action Plan to demonstrate how the policy is translated into action.

We commit to:

- Ensuring our policy, strategy and the legal context on equality and diversity are consistently understood by our clients, tenants, service users, staff and other stakeholders.
- Demonstrating clear leadership and good governance on issues of diversity.
- Having a board and staff composition which reflects the community we serve and understands issues of diversity.
- Understanding and integrating the key equality and diversity issues in our key service developments.
- Having a comprehensive understanding of our future and current customer base.
- Ensuring fair and equal access to services.
- Enabling clients, tenants and services from the full range of all our diverse communities to be involved in our Charity to the level they desire.
- Taking fast and effective action to deal with harassment and offer appropriate support to those suffering from harassment.
- Seeking to promote community cohesion and social inclusion by understanding and working with the full range of community organisation.
- Ensuring our procurement policy reflects our equality and diversity policy.

Anyone associated with LIFE has a responsibility to ensure that their actions comply with both the requirements and the spirit of the policy.

We endeavour to provide awareness and support to help staff discharge their responsibilities for the implementation of the Equality & Diversity Policy.

Despite equality & diversity being the responsibility of all within the organisation, the ultimate responsibility of this policy and its enforcement is that of:

Name: **Isaac Nyirenda**

Position: **Head of Corporate Services & Finance**

Signed: Date: ...20th January 2013.....

All Human Resource procedures will be monitored on a regular basis to ensure that the Equality & Diversity Policy is being maintained. This process will be conducted by the person fulfilling the position at time of review. As a result, this policy and its subsections are liable to change at any time to ensure our commitment to equal opportunities for all.