



Human Resources Manual

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RECRUITMENT

Life is committed to ensuring that all personnel recruited undergo a fair and proper selection process. Life aims to have an ethnic range of its workforce which is representative of the community in which operates.

Life aims to ensure that its adverts are made available to a wide range of candidates. To this end, We uses the local Job Centre, or recruitment agencies (depending on the level of employee to be recruited) to supply prospective candidates for all vacancies.

We aim to ensure that job requirements and job selection criteria are clear and based only what is required to get the job done effectively. With this in mind a clear job description and person specification is available to all applicants.

It is the policy of Life to apply a selection scoring procedure to all applications received, regardless of gender, race, nationality, ethnic identity, national origin, religious beliefs, disability, age, marital status, family circumstance, sexual orientation or trade union activity.

Any tests given to applicants are suitable to meet the criteria sent to the Job Centre or recruitment agencies and do not extend beyond the competencies required for the job.

The interview of each individual is designed to ensure that the most suitable person, is appointed.

There are certain positions that exist within the organisation that are pronounced as single sex because of the nature of the work.

The advertisements for positions of Support Worker who are involved in staffing our houses for pregnant women and mothers are restricted to women only, under the Equality Act 2010 Schedule 9, Part.

Training & Promotion of Staff

Life ensures that the promotion and advancement of every employee is based on performance, ability, experience, and/or qualification for the vacancy available. We will not unlawfully discriminate against any employee in making promotion or training decisions.

Anyone who believes they have not been treated equitably in accordance with the Equality & Diversity Policy may complain in the first instance to their line manager if deemed appropriate. As equality of opportunities permeates through all aspects of our work there is no separate



equality & diversity complaints procedure, but formal complaints may be made through the appropriate procedures relevant to the circumstances.

We will train all our employees on an understanding of discrimination and its avoidance

Life will provide support and training for staff in the development of knowledge and skills to ensure the Mental Capacity Act is appropriately implemented.

EQUAL OPPORTUNITIES RULES

Maintaining an environment of equality and opportunity for all requires the cooperation of all members of the organisation. All employees have a responsibility to accept their personal involvement in the practical application of this policy, and therefore the rules listed below constitute part of the Equality & Diversity Policy and run in conjunction with the previous statement.

DISCRIMINATION

A member of Life or employee must not treat, directly or indirectly, any colleague, supplier, client or visitor less favourably on ground of their gender, race, nationality, ethnic identity, national origin, religious beliefs, disability, age, marital status, family circumstance, sexual orientation or trade union activity.

Direct discrimination occurs when a person is treated less favourably than another, purely on the grounds of one of the factors listed above. Indirect discrimination, in comparison, occurs when the application of an apparently neutral provision, criterion or practice proportionally disadvantages one group more than another even though it is equally applied to all.

In light of the above, you must not:

- a. Engage in any banter or jokes that any individual may find offensive.
- b. Display or distribute any material that may be considered offensive by others.

Any person within the organisation found guilty of such action will be subject to disciplinary action. It should be noted by all workers that under the organisation's rules any action which is a breach of the Laws of England and Wales will be subject to disciplinary action which could result in summary dismissal.

FLEXIBILITY IN WORKING CONDITIONS

Employees are able to ask for changes to their working conditions on the basis of their religion, belief or personal circumstances. Employees should inform their Line Manager of any changes that are required.

We will explore the request with the employee and seek their opinion as to a suitable solution.

If the request is rejected the reasons will be explained to the employee. No request will be rejected without legitimate business justification.



If the employee does not agree with the decision they may appeal using the grievance procedure.

PART TIME WORKERS

Part time employees will not be treated less favourably than comparable full-time workers solely because they are part-time – unless the different treatment is justified on objective grounds reflecting the needs of business.

Part time workers' conditions will be calculated pro-rata, where appropriate.

Any obstacles to opportunities for part time work will be identified and reviewed; and where appropriate, eliminated.

An employee's refusal to transfer to full-time from part-time work (or vice versa) will not constitute a valid reason for dismissal – but this is without prejudice to termination in accordance with national law, collective agreements or practice "for reasons such as may arise from the operational requirements of Life".

As far as possible, we will give consideration to:

- employees' requests to transfer from full-time to part-time work that becomes available or vice versa;
- providing employees with timely information about the availability of full-time and part-time positions;
- measures to facilitate access to part-time workers to vocational training;
- providing appropriate information to existing employees representatives about part-time working

DISABLED EMPLOYEES

We will make adjustments to accommodate disabled employees where possible and reasonable. For example, we can provide extra equipment or support, we can re-arrange duties and we can make changes if deemed appropriate. If you think you may have a disability, you are encouraged to inform your Line Manager who can then explore what adjustments might be appropriate.

Agency Workers

We will abide the regulations and conditions as set out in Agency Worker Regulations 2010 came into force on 1 October 2011

Life BULLYING, HARASSMENT AND VICTIMISATION

Bullying is behaviour that is offensive, insulting, intimidating, malicious, or an abuse or misuse of power through means intending to undermine, humiliate, denigrate or injure the recipient.

Harassment, in contrast, is behaviour, both intentional, or unintentional, which is unwelcome or unacceptable and which results in the creation of a stressful or intimidating environment for the recipient.



Victimisation is treating a person less favourably because they have taken an action under any policy or legislation in good faith, given evidence, or supported a person taking such action.

Any acts of bullying, harassment and/or victimising behaviour will breach our Equality & Diversity Policy and may also breach the Sex Discrimination Act 1975, the Race Relations Act 1976, and the Disability Discrimination Act 2005 and as such will be treated as potential gross misconduct and could lead to the dismissal of the alleged perpetrator. Such acts committed by tenants will be taken seriously and may lead to possession proceedings being initiated for breaches of tenancy conditions.

If any employee or tenant feels that they are subject to any bullying, harassment and victimisation they should seek guidance from the organisation's Bullying and Harassment Policy.