



Trigeminal Neuralgia Association UK

Registered Charity No. 1155001

Equality & Diversity Policy

	Name	Position	Signature	Date
<i>Reviewed by:</i>		Chairman		
<i>Next Review date: by April 2017 latest</i> (individual sections to be reviewed on a rolling basis)				

Signed
Chairman

On behalf of the Executive Committee

Dated

A General Policy Statement

The Trigeminal Neuralgia Association UK pledges equality for all. Everyone affected by TN is encouraged to join the Association in order to benefit from the support offered.

The Association seeks to ensure that people who use its services are not discriminated against on the grounds of gender, age, race, disability, sexual preference or any other reason. The same will apply to volunteers and/or paid staff with regard to their selection, recruitment and subsequent treatment.

If any instance of discrimination should occur unintentionally, members of the Executive Committee (Committee) will endeavour to deal with it quickly and effectively.

All those connected with or acting on behalf of the Association are expected to incorporate these principles when carrying out their duties or supervising others.

TNA UK Executive Committee and staff will ensure that:-

- ◆ The policy is communicated to all Committee Members, volunteers, staff and service users.
- ◆ The Committee is non-discriminatory and their activities promote anti-discrimination practice and the provision of equal opportunities.
- ◆ They refrain from harassment, intimidation or bullying of service users, volunteers or staff.

The Trigeminal Neuralgia Association UK (TNA UK) is committed to ensuring that its activities reflect the diversity of all potential members, and offers advice and support to everyone with TN or similar conditions, regardless of age, faith, race, gender, sexual preference or disability. This commitment is achieved by:

- ◆ Using all available guidance to ensure that our services, policies and procedures are accessible and meet best practice standards.
- ◆ Actively promoting awareness and equality so that it remains at the forefront of our corporate culture and an integral part of our strategy and service delivery.
- ◆ Developing policies and procedures to empower all staff and volunteers to contribute to the work of the Association, including when an employee or volunteer is or becomes disabled or an existing impairment changes.
- ◆ Ensuring all key documentation is equally available to all; including the provision of alternative formats such as large print or audio if requested.
- ◆ Actively encouraging involvement from all Committee members.

- ◆ Monitoring current provision to ensure that all reasonable opportunities are taken to improve access to events and information.
- ◆ Ensuring application and interviewing procedures provide fair and equal treatment and that no individual is disadvantaged by race, gender, faith, age, sexual orientation or disability - or any condition or requirement which cannot be shown to be justifiable.
- ◆ Ensuring that equal opportunities exist for participating in the work of the Association.
- ◆ Continuing to widen our links with other agencies and associations in order to ensure that our culture remains inherently inclusive.

TNA UK gives the following undertaking:

- ◆ To take immediate remedial action on discovery of any allegation of direct or indirect discrimination due to an individual's age, gender, sexual preference, religion, racial group or disability.
- ◆ To clearly state in any job advertisements that TNA UK is an equal opportunities employer.
- ◆ To periodically assess any recruitment processes to ensure that they are designed specifically to the job requirements and do not preclude applicants unfairly.
- ◆ To provide all staff, committee members and volunteers with general equality and disability awareness information as part of their induction to the roles undertaken.

B Roles and Responsibilities

All employees, Committee Members and volunteers are required to co-operate with the Association in adhering to this policy. They should ensure that their respective activities are carried out, as far as is reasonably practicable, in an inclusive manner and without prejudice or discrimination.

Reference should be made to the Committee in the event of any difficulties arising in the implementation of the policy. Committee Members will ensure that the policy is reviewed at least every two years and revised if necessary.

A copy of the Policy Statement will be displayed prominently at the office of the Association and be available on the Association's website. Its presence will be notified to members of staff, Committee Members or volunteers.

Signed.....

Date