

If you would like to have any part of this document explained or translated, or in a different format such as in larger print or on audio tape, please contact Westlea on 01249 465465 to discuss your needs.

1 إذا أردت شرحاً أو ترجمة لأي جزء من هذه الوثيقة، أو رغبت الحصول عليها بأشكال أخرى كالأحرف المطبوعة الكبيرة أو على شريط سمعي، فالرجاء الاتصال بـ Westlea "ويستلا" على الهاتف رقم 01249 465465 لمناقشة احتياجاتك.

2 এই ডকুমেন্টের কোন অংশ যদি আপনি ব্যাখ্যা করা অবস্থায় বা অনুবাদিত আকারে, অথবা অন্য কোন ফরম্যাটে পেতে চান যেমন বড় আকারের প্রিন্ট বা অডিও টেপে, তাহলে দয়া করে 'ওয়েস্টলি' এর সাথে 01249 465 465 নম্বরে ফোন করে আপনার প্রয়োজনীয়তা নিয়ে আলোচনা করুন।

3 你若希望有人給你解釋此份文件的任何內容，或想要素取翻譯本、大字印刷本或錄音帶等其他形式的文件，敬請聯絡 Westlea 以告知你的需求，電話號碼是：01249 465465。

4 Falls Sie für Teile dieses Dokuments eine Erläuterung oder Übersetzung benötigen oder es in einem anderen Format, z. B. mit größerem Schriftsatz oder auf Audiokassette, wünschen, wenden Sie sich bitte unter 01249 465465 an Westlea.

5 જો તમને આ દસ્તાવેજના કોઈ પણ ભાગનો ખુલાસો અથવા તરજૂમો અથવા કોઈ જુદી રચનામાં જેમકે મોટા છાપેલા અક્ષરોમાં અથવા ઓડિઓ ટેપ ઉપર જોઈતો હોય તો, કૃપા કરી 01249 465465 ઉપર તમારી જરૂરિયાતોની ચર્ચા કરવા Westlea નો સંપર્ક સાદો.

6 इस दस्तावेज़ का कोई सा भी अंश यदि आपको समझना हो या इसका अनुवाद अपनी भाषा में चाहिये, या किसी अन्य रूप में, जैसे बड़े अक्षरों की छपाई या सुनने वाली कसेट पर चाहिये तो अपनी आवश्यकताओं के बारे में बताने के लिये कृपया वेस्टली से फोन नंबर 01249 465465 पर संपर्क करें।

7 Jeśli potrzebuje Pani/Pani wyjaśnienia lub przetłumaczenia dowolnej części niniejszego dokumentu lub otrzymania go w innym formacie – np. w powiększonym druku albo w formie zapisu dźwiękowego, prosimy o skontaktowanie się z Westlea pod numerem: 01249 465465 w celu określenia Pana/Pani potrzeb.

8 ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦੇ ਕਿਸੇ ਹਿੱਸੇ ਬਾਰੇ ਆਪਣੀ ਬੋਲੀ ਵਿਚ ਜਾਣਕਾਰੀ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ, ਜਾਂ ਇਹ ਦਸਤਾਵੇਜ਼ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਜਿਵੇਂ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਜਾਂ ਆਡੀਓ ਟੇਪ 'ਤੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਵੈਸਟਲੀਅ ਨੂੰ ਨੰਬਰ 01249 465465 'ਤੇ ਫੋਨ ਕਰਕੇ ਆਪਣੀਆਂ ਲੋੜਾਂ ਦੱਸੋ।

9 Haddii aad jeceshahay in qayb walba ee dokumentigaan lagu sharxo ama lagu turjimo, ama aad ku rabtid hab nooc kale ah sida qoraal far waawayn ama jacal la dhageysto, fadlan la xiriiir Westlea lambarka 01249 465465 sida aad uguna hadashid baahidaada.

10 اس دستاویز کا کوئی بھی حصہ اگر آپ کو اپنی زبان میں سمجھنا ہو یا تحریری ترجمہ درکار ہو، یا کسی دیگر شکل میں چاہئے جیسے بڑے حروف کی چھپائی یا سننے والی کاسٹ وغیرہ پر تو اپنی ضرورتوں کے بارے میں بتانے کے لیے برائے مہربانی 'ویسٹ لی' سے فون نمبر پر رابطہ کیجئے۔ 01249 465465

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Equality and Diversity



Our commitment to treating people fairly, with dignity and respect



Our culture

We will treat everybody fairly and equally, whatever their:

- race;
- colour;
- ethnic or national origin;
- sex;
- sexuality;
- marital status;
- disability;
- age;
- religion; or
- belief.

We will always work professionally, and with honesty and openness.

We know that everyone is different and has different needs. We welcome these differences (diversity), and will do all we can to respect and encourage them.

Our staff

Everyone at Westlea is responsible for putting this policy into practice. We expect everyone to treat people fairly and without discrimination.

All our staff have a copy of the equality and diversity strategy. We regularly remind them of their responsibilities and provide full training to make the strategy work.

The Management Board is responsible for making sure that we follow this strategy. The

Chief Executive and Executive Directors check that this happens on a day-to-day basis and report progress to the board.

Our partners

We expect everyone who we work with to support us and co-operate with us on equality and diversity. This includes contractors, suppliers and residents' associations.

Putting the strategy into practice

We will make sure that none of our policies, procedures or other ways of working discriminate against anyone. We will do this in the following ways.

Providing homes and services

We will make sure that our policies, procedures and systems mean that we provide homes and services fairly.

We will not accept any form of harassment, and will take strong action against it.

Employing board members and staff

We will choose board members and staff because of their ability to do the work. Our recruitment processes will be fair and give everyone an equal chance, so that our board and workforce represents our local community.

The conditions of employment will not unlawfully discriminate against any groups or individuals.

Awarding contracts

We will be fair when we give contracts to consultants, contractors, suppliers and other partners. We will recruit them based on how well we think they will carry out the work.

Resident involvement

We will help and encourage all residents to have a say in how we are run. We will try to understand the needs of all residents, including people with disabilities or people from different religions or cultures.

Checking it works

We regularly check that all our policies and procedures follow the law and other guidance. We also check that all groups of residents are equally happy with the services that they receive, and we will improve them if this is not the case.

When it doesn't work

We will take strong action against anyone who discriminates against any person or group. In extreme cases, we can dismiss members of staff or end contracts with our partners.

More information

If you would like more information or a full copy of our equality and diversity strategy, please contact us using the details on the back of this leaflet.