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Gaddum Policy Front Sheet

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Entire document to remove repetition, include service user pathway element and review against current organisational practice	Ben Whalley	18 th November 2019

Equality and Diversity Policy

Purpose

The purpose of this policy is to **promote fair and equal treatment** for all employees, volunteers, trainees, students, apprentices, job applicants, service users, suppliers, contractors and visitors; irrespective of any protected characteristics, including:

- Sex,
- Race,
- Disability,
- Sexual Orientation,
- Religion or Belief,
- Age,
- Gender Reassignment / Gender Identity,
- Pregnancy and Maternity, or
- Marriage or Civil Partnership (this list is not exhaustive).

Scope

These principles apply equally to all service users, students, volunteers, suppliers and visitors. Furthermore, this policy relates to all aspects of employment and service user journeys, including;

In employment, volunteering, training & student placements	In access to services & visitors
Individual standards of behaviour	
The advertisement of roles	The promotion of projects and services
Recruitment and selection	Encouraging a wider range of referral and entry points for our services
Training and development	Training and development where possible and appropriate
Support and appraisal	Providing a unique package of support from a skilled member of the team
Recognition or remuneration	Recognition and reimbursement*
Promotion and progression	Support plans changing based on need*
Leaving the organisation	Moving on from the service

*Where possible and appropriate

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Service access

The organisation is committed to, and takes, positive action to support individuals from minority communities to engage with us and receive a meaningful service offer. Where possible, the organisation removes identified barriers to enable this which includes:

- Making arrangements for translation and interpreting solutions where possible, and
- ensuring an advocate is present.

The above is not exhaustive.

Statement of Policy

Gaddum and its representatives must endeavour to uphold principles of empowerment, autonomy and strive to uphold individual, group and community identity and rights. Furthermore, Gaddum and its representatives will treat colleagues, service users and members of the communities in which we serve with dignity and respect.

Breaches of this policy will be classed as a disciplinary offence and dealt with accordingly.

Legal Obligations

In applying this policy the organisation takes account of current and future equality legislation (and associated codes of practice) including, but not limited to, the provisions of The Equality Act 2010 and the regulatory bodies that professionals within the organisation are governed by.

The above legislation protects individuals against direct discrimination, indirect discrimination, harassment (which can include bullying and third party harassment) and victimisation because of their perceived or actual protected characteristic (age, disability, gender reassignment, pregnancy and maternity, marriage or civil partnership status, race, religion or belief, sex or sexual orientation).

- **Direct Discrimination:** is treating a person less favourably because of a protected characteristic,
- **Indirect Discrimination:** is applying criteria or practice equally to all people but this has the effect of disadvantaging a group or certain groups of people,
- **Harassment:** this is unwanted behaviour based on a protected characteristic which affects the dignity of others,
- **Victimisation:** is treating a person less favourably because they have asserted their rights under this policy or equality legislation (for example has made, or assisted with a complaint), and
- **Bullying:** this is unwanted behaviour, normally related to an abuse of power, which is intended to hurt or injure the recipient. Bullying is only prohibited by



law where it takes place on one of the grounds listed above – in which case it is legally defined as harassment. However, the organisation treats all bullying as a disciplinary issue and will investigate such allegations in accordance with the Employee Handbook.

The organisation will also take action to ensure that individuals are protected from discrimination if they are associated with someone who has a protected characteristic (for example a family member or friend), and those who have supported someone else's claim or have complained about an issue relating to discrimination.

The above legislation also allows an employer to **undertake positive action initiatives** where they can show the workforce is under-represented by people from certain groups. Such initiatives could include attracting and preparing particular types of candidates for vacancies – but would not extend to offering them the position purely because of their personal characteristics. The organisation commits to use positive action initiatives if appropriate.

Other legislation which affects the implementation of this policy and with which we will comply includes:

- Rehabilitation of Offenders Act 1974 (as amended)
- Health and Safety at Work Act 1974
- Employment Rights Act 1996 (as amended)
- Protection from Harassment Act 1997
- Human Rights Act 1998
- Working Time Regulations 1998 (as amended)
- Employment Act 2002
- Flexible Working Regulations 2002 (as amended)

Responsibilities

All staff are expected to have read and understood this policy, ensure they behave in accordance with its principles and immediately report any breaches that individuals may become aware of,

All managers are responsible for ensuring this policy is understood and complied with by staff in their area/team and they are also responsible for dealing with breaches and complaints (whether formally reported or not) seriously, speedily, sensitively and confidentially, in accordance with organisational reporting and investigatory procedures,

The **Senior Management Team** are responsible for implementing, reviewing and monitoring the effectiveness of this equality policy.



The appointed **HR Officers** are responsible for providing advice on this equality policy to the Senior Management Team and ensuring complaints are adequately investigated.

Any breach of this policy will be treated as a disciplinary issue. Additionally if legal requirements are contravened, both the organisation and the employee concerned may be liable to legal proceedings and risk having unlimited damages awarded against them.

Implementing this Policy

Below are some examples to illustrate how this policy interacts with other policies and general organisational activities. This list is not exhaustive as each situation must be considered on its merits.

General Standards of Behaviour

The organisation expects staff to conduct themselves in a professional and considerate manner at all times. The organisation will not tolerate behaviour such as:

- Physical violence,
- Shouting or swearing,
- Rudeness,
- Isolating, ignoring or refusing to work with certain people,
- Telling offensive jokes,
- Name calling,
- The display of offensive material such as pornography or inappropriate cartoons,
- Lewd gestures or remarks, and
- Distribution of offensive material via email/text message.

It is no defence for staff to say that they did not intend their behaviour to cause offence, or to blame individuals for being over-sensitive. It is for the recipient of the behaviour to decide what they consider to be offensive. Provided that it is reasonable that the recipient is offended, it is the impact of the behaviour rather than the intent which is important.

Recruitment and Selection

Individuals involved in the recruitment and selection of staff will ensure that the organisation recruitment and selection policy is adhered to and that:

- A carefully worded and objective job description/person specification is produced for all vacancies, outlining the essential skills, knowledge and experience required.
- Job advertisements are agreed by Senior Management Team (SMT), approved by external HR support and circulated to encourage applications from all sections of the community.
- No questions are asked of applicants about disability or health conditions prior to any job offer (except where this is permitted by law).
- Shortlisting is based on objective criteria relevant to the job.



- Selection decisions are made by suitably trained staff and on merit. Reasons for decisions are recorded.

Training, Development and Promotion

The organisation will ensure that irrespective of any personal characteristics:

- The training necessary to implement this equality policy is provided.
- All employees are encouraged to achieve their full potential.
- Selection for all training, career development opportunities and job moves will be on the basis of merit and this will be recorded.
- Appraisals of performance will be conducted objectively and on time.

Meeting Individual Needs:

As far as possible the organisation will try to meet the needs of individuals at work.

For example:

- Caring and domestic responsibilities – time off may be appropriate to allow staff to undertake caring roles to help them balance their home and work responsibilities.
- Work patterns – wherever possible training courses and meetings should be planned to allow attendance by part time staff.
- Disability – staff with disabilities and service users with disabilities must, at their request and in line with the organisation's one-to-one framework, be consulted about any reasonable adjustments which could be made to allow them to better perform their functions.
- Religious practices – it may be necessary to provide time off for prayer, religious festivals or relax dress standards to meet religious needs.

Employees, volunteers and students are encouraged to discuss any flexible working requirements with their supervisor.

Complaints

If staff feel this policy has been breached, they must report this and do so to their line manager in the first instance, who will ensure all issues are investigated and dealt with appropriately. If this is not possible then the employee is encouraged to speak to the next member of staff in a senior position.

Formal complaints about breaches of this policy can be made using the organisation's grievance procedure.

Further advice and support regarding complaints can be obtained from managers, trade union representatives or the Employee Handbook.

Monitoring, Review and Consultation

The effectiveness of this policy will be monitored through the collation of anonymised statistics relating to all recruitment and selection/promotion exercises. The results of this monitoring will be made available within a reasonable timeframe and by request.

This policy will be reviewed in line with the organisation's agreed policy review timescales to ensure it remains contemporary and links appropriately with other

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policies. Staff and their representatives will be consulted as part of the review process.

The principles of this policy will also be considered when developing other new organisational policies and procedures.

A copy of this policy will be provided to all employees and the contents discussed with them by their line manager.