

## Equality and Diversity Policy

Persons responsible: Amir Michael: Reviewed May 2017 Next Review May 2019

### **Aim:**

To develop and promote a culture where all individuals receive fair and equal treatment in all aspects of employment whilst embracing the benefits of working within a diverse workforce.

Copts in Need has a duty and responsibility to ensure that their staffs operate in an environment that embraces and encourages equality and diversity, and strives to be an employer for whom individuals want to work and promote best employment practice.

Equality of opportunity means that an individual's diversity is viewed positively and, in recognising that everyone is different, valuing equally the unique contribution that individual experience, knowledge and skills can make.

The principles of this policy will be appropriately considered during the development and review of other staffing policies.

### **PRINCIPLES**

The Equality Act [2010] defines the following as 'protected characteristics':

- Age
- Disability
- Sex
- Sexual Orientation
- Race
- Religion or Belief
- Gender reassignment
- Marriage or Civil Partnership
- Pregnancy and Maternity

Copts in Need is committed to and strives to ensure that every individual who works for the organisation or who applies to work for it (providing that they have a legal right to work in the UK), will be treated fairly and equally valued regardless of their protected characteristics or other circumstances, including, social and employment status.

This policy relates to all aspects of employment including individual standards of behaviour, the advertisement of jobs, recruitment and selection, training (see recruitment policy) and development, performance development, pay, promotion and transfers, provision of benefits, occupational pensions and leaving the organisation. It also applies to treatment of people we Serve

### **Recruitment and selection (Please see recruitment policy)**

The intention of the recruitment procedure is to ensure the most appropriate response to any vacancies. We would like to ensure the highest quality of candidates and will take positive steps to promote vacancies and the equal opportunity policy.

Selection is crucially important and is carried out according to the needs of the organisation. It is our intention to ensure selection decisions are based on merit and will not discriminate directly or indirectly.

- Person specifications or job descriptions will be reviewed to ensure they are in line with the equal opportunity policy
- Advertisements will not discriminate either directly or indirectly and requirements which are unnecessary to the post will be excluded
- The secretary is responsible for all recruitment advertising. In addition to using local media it will be ensured that vacancies are advertised in job centres and if appropriate, colleges.
- All applicants who apply for jobs will receive fair treatment and will be considered solely on their ability to do the job
- The board of trustees will periodically review the recruitment procedure to ensure it does not discriminate
- Short listing and interviewing will be carried out by more than one person
- Where a post involves irregular or unsociable hours or travel, these facts will be referred to in the job description and other recruitment literature
- Questions asked at interview will be directly related to the job and not be of a discriminating nature
- Individuals will be assessed according to ability to do a given job. General assumptions will not be made that race/sex/religion etc. would disqualify them from carrying out certain types of work
- **Training and career development**
  - Appropriate training will be provided to enable staff to perform their jobs effectively and to pursue career development opportunities
  - The organisation will ensure that all staff are afforded equal opportunity for promotion and career development

Copts in Need is committed to building a workforce which is valued and whose diversity reflects the communities in which it operates.

Copts in Need trustees recognise the value of equality and diversity. They will work for the aims of this policy, best practice and equality legislation to deliver a positive working environment for all staff.

Breaches of this policy will be dealt with appropriately and may lead to legal and / or disciplinary action, which may result in dismissal.

The impact of any behaviour is the important element in allegations of breaches of equality and diversity policy and legislation, not the intent. It is no defence for staff to say that they did not intend their behaviour to cause offence, or to blame the recipient for being over sensitive.

### **Legal Obligations**

There is legislation in place which protects individuals against direct discrimination, indirect discrimination, harassment (including bullying) and victimisation because of their protected characteristic or other circumstances, including, social and employment status. The principles which underpin such legislation are extended to all staff regardless of any personal characteristic.

The Equality Act (2010) provides a single framework to tackle disadvantage and discrimination of people with protected characteristics.

Trustees should:

- lead by example by promoting equality of opportunity and challenging discriminatory conduct;
- ensure the policy is implemented;
- expect their staff to do their best to promote equality of opportunity;

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- Ensure that staffs is aware of this policy and should they become witness to, or aware of any breach, of this policy, they must report it immediately to their line manager
- the management team will deal with breaches to this policy promptly, sensitively and confidentially.

All staff has responsibility for adhering to and practicing this policy and should:

- co-operate and comply with the policy to ensure equality of opportunity;
- not discriminate in the course of their duties nor induce or attempt to induce others to do so;
- not victimise, harass or intimidate anyone on account of their protected characteristic or other circumstances, including, social and employment status.
- Inform the secretary of CIN if they suspect that discrimination is taking place.

Complaints – the whistleblowing policy should be followed.

If the complaint is against an individual's line manager then the individual should raise the issue as soon as possible..

Any complaint will be dealt with seriously in line with the Grievance Procedure and may lead to legal and / or disciplinary action, which may result in dismissal.

Complaints against the Organisation will be dealt with using the Complaints Procedure.

Further advice is available from Copts in Need secretary Dahlia Abdulla

<b>9. DEFINITIONS Term</b>	<b>Definition</b>
Equality	Treating all people equal regardless of personal characteristics
Diversity	Recognising, valuing and using the differences which people have
Direct Discrimination	Treating a person less favourably because of a particular characteristic covered by discrimination legislation
Indirect Discrimination	Applying criteria or practice equally to all people but which has the effect of disadvantaging a group of people covered by discrimination legislation and has a detrimental impact on an individual
Harassment	Unwanted conduct, real or perceived, that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them.
Bullying	A form of harassment which may be related to an abuse or misuse of power.
Victimisation	Treating a person less favourably because they have or intend to make a complaint or allegation or has given evidence in relation to a complaint.
Protected Characteristics	Age, disability, gender reassignment, marriage and civil partnership in respect of eliminating unlawful discrimination, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (this includes lack of belief) sex, sexual orientation