[SAMPLE] EQUALITY DIVERSITY POLICY

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| Introduction |
| The [Enter Name of Organisation] aims to create an organisation which promotes equality and is free from discrimination and harassment, where all staff, service users, trustees and stakeholders can fulfil their personal and professional potential in an environment of fairness, dignity and respect. |
| At the [Enter Name of Organisation] we will not discriminate against staff we employ, or those seeking employment, as well as service users, volunteers, trustees and stakeholders with us on the grounds of:-   1. Race/ethnicity 2. Nationality 3. Gender 4. Gender Reassignment 5. Sexual orientation 6. Pregnancy and Maternity status 7. Marital Status and Civil partnership status 8. Religion or Belief 9. Disability 10. Age 11. Ex-offenders   or any other criterion not relevant to the point at issue |
| [Enter Name of Organisation] will endeavor to ensure, as far as is practicable, that all the premises it uses are disability friendly. [Enter Name of Organisation] acknowledges that at present, many community premises are not totally disability friendly. It is [Enter Name of Organisation]’s aim to improve this when considering new premises, every effort will be made to ensure such premises are suitable for those with disabilities. In the meantime every effort will be made, as far as is reasonable practicable, to accommodate those with disabilities and where possible reasonable adjustments will be made. |
| This document sets out our policy for equality and diversity within employment in more detail. |
| Policy Statement |
| [Enter Name of Organisation] is committed to practising diversity in all areas of our work. We believe that we have much to learn and profit from diverse cultures, experiences and perspectives and that diversity will make our organisation more effective. |
| The overall aim of this policy to meet the legal requirements of the Equality Act 2010 is to:   1. Eliminate unlawful discrimination 2. Ensure that we treat all individuals fairly, with dignity and respect. 3. Promote equality of opportunity 4. Promote equality of access |
| Scope |
| This policy applies to all permanent and fixed term staff, volunteers, contractors (whether employed or self employed), consultants, agency staff and job applicants.  Responsible Person  The person who is responsible for communicating and implementing this policy is: [Enter name of person or post] |
| Recruitment |
| In recruitment it is unlawful to discriminate by:-   1. Refusing to employ or engage a person because of their gender, gender reassignment, marital status, race/ethnicity, sexual orientation, religion/beliefs, disability and/or age. 2. To employ or engage a person but on less favourable terms and conditions 3. By advertising in a discriminating fashion 4. By failing to promote, transfer or train because of a person’s gender, gender reassignment, marital status, race/ethnicity, sexual orientation, religion/beliefs, disability and/or age. |
| All job descriptions should be reviewed before advertisement to ensure that job requirements are stated accurately in the person specification. This should ensure that applicants from under-represented groups are not unfairly excluded.  Application forms will be simple and request only the minimum information for making a decision. Where applicants need help to complete their application or require information in a different format (for example, large print or on tape), the [Enter Name of Organisation] will make every effort to accommodate this request.  Every applicant for employment with us will be considered on the basis of their suitability for the position and the ability to fulfil the requirements of the job and will be objectively assessed against the person specification. Requirements about age, gender, marital status, domestic arrangements or marital plans or pregnancy should not be included. These criteria must not unfairly exclude applicants of a particular group. If there is a Genuine Occupational Qualification, then advertisements and job specification must state which part of the Equality Act 2010 this applies to.  Applicants who meet the criteria stated on the person specification will be interviewed and considered against the criteria. Interviews must be conducted objectively and consistently, dealing only with an applicant’s suitability to fulfil the requirements of the post. Where assessments or other selection methods are used, these must provide objective measures of the applicants’ ability to do the job.  Shortlisting and interview records will be completed and kept for a period of one year, including records of decisions taken and should include information on gender, ethnicity, disability, sexuality and age as a minimum. Records will be monitored to ensure that no direct or indirect discrimination exists. All applicants are entitled to request and receive reasons for their non-selection, and this entitlement will be made clear in the documentation sent to them in the information pack. |
| We will consider reasonable adjustments and modifications to enable suitable disabled applicants to carry out the duties of the post. |
| Our Employment Code of Practise sets out the recruitment and selection procedures in more detail. |
| Promotion and Training |
| Promotions will be based on ability and potential and all staff or volunteers, who meet the criteria for the post, will be considered equally, objectively and without prejudice. |
| Managers or other staff responsible for appraising employees, volunteers, and contractors/consultants will be trained in the avoidance of discriminatory and biased assessment. All staff, trustees, Advisory Group members, Stakeholders, and Volunteers will be trained on the application of the Equality and Diversity policy. |
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| [Enter Name of Organisation] encourages all staff, volunteers and contractors to undertake further development opportunities relevant to their post. Opportunities to attend training courses will be provided to all staff, volunteers and contractors on an equal basis in accordance with the individual development needs that have been identified and agreed with the Manager. |
| In the event of an employee, volunteer and contractor/consultant becoming disabled either through injury or illness every effort will be made to continue to employ that individual, either in the same or a equally suitable position if at all possible. Arrangements for re-training the employee will be made where necessary. |
| Terms and Conditions of Employment  All our policies and procedures will be drafted to take account of equalities and diversity considerations. |
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| Pay |
| [Enter Name of Organisation] will ensure, as far as reasonably practicable, that the job evaluation of posts is objective and free from biased assessment or prejudice. |
| Bullying and Harassment |
| [Enter Name of Organisation] has a duty of care to all staff, service users, Advisory Group members, stakeholders, and volunteers and is committed to providing a safe working environment free from all forms of bullying and harassment. Our policy on Bullying and Harassment sets out how we deal with such complaints and behaviour. |
| Redundancy |
| Selection for redundancies will be conducted in a manner that avoids any discrimination and any selection criteria will be objective and free from biased assessment or prejudice. |
| Evaluation and Monitoring |
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| As and when the Manager will also provide reports on the gender and ethnic groups applying for and being selected for posts advertised externally and internally. |
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| The effectiveness of this policy and any training undertaken should be reviewed from time to time. |
| Service Users |
| At the [Enter Name of Organisation] we will not discriminate against service users on the grounds of:-   1. Race/ethnicity 2. Nationality 3. Gender 4. Gender Reassignment 5. Sexual orientation 6. Pregnancy and Maternity 7. Marital Status including Civil partnerships 8. Religion or Religious Belief 9. Disability 10. Age 11. Ex-offenders |
| The [Enter Name of Organisation] will endeavor to ensure, as far as is practicable, that all its premises are disability friendly. Every effort will be made, as far as is reasonable practicable, to accommodate those with disabilities and where possible reasonable adjustments made. |
| As an employer and provider of services to the community the [Enter Name of Organisation] accepts the responsibility to promote equality and challenge discrimination wherever it occurs. This would involve challenging service users who are behaving inappropriately with regard to practising equality and valuing diversity.  **Cultural and Religious Needs**  The [Enter Name of Organisation] recognises that some staff, trustees, service users, Advisory Group members and stakeholders may have particular cultural or religious needs (for example, the need to observe prayer time and other religious rites, special dietary requirements or the need to wear specific clothing). Whenever it is reasonably practicable, the [Enter Name of Organisation] will endeavour to allow these needs to be met.  Where staff have particular cultural and religious needs that may conflict with work requirements, the [Enter Name of Organisation] will positively consider whether it is reasonably practical to vary or adapt these requirements to enable such needs to be met subject to operational contingencies. |
| Complaints |
| Any employee who has a concern regarding the application of this policy should make use of the Grievance Procedure and any claims of inequality will be thoroughly investigated. |
| Any volunteer or contractor/consultant who has a concern regarding the application of this policy should do so in writing to the Manager who will be responsible for investigating the complaint. The Manager will be responsible for replying to any complaint in writing within 21 working days of the receipt of the complaint from a volunteer or contractor/consultant. A copy of the letter should also be sent to the Chair of the [Enter Name of Organisation]. |
| Any volunteer or contractor/consultant who has a concern regarding the application of this policy which involves the [Enter Name of Organisation] should put their complaint in writing to the Manager who will be responsible for appointing an investigating officer to investigate the complaint. The Manager will be responsible for replying to any complaint in writing within 21 working days of the receipt of the complaint from volunteer or contractor/consultant. |
| Any complaints by service users about discriminatory behaviour by staff, volunteers and/or contractors/consultants will be thoroughly investigated. |
| Responsibility |
| All Managers and staff should make themselves familiar with this policy and undergo training from time to time. |
| All volunteers and contractor/consultants should be made aware of this policy on commencing work with the [Enter Name of Organisation]. |
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Equality Act 2010

This act harmonised existing discrimination legislation into a single act. Protected characteristics are Age, Disability, Gender reassignment, marriage and civil partnership, pregnancy and maternity, Race, Religion and Belief, Sexual Orientation. Prohibited conduct includes direct discrimination, indirect discrimination, and discrimination arising from a disability, harassment, victimisation and failure to make reasonable adjustments in order to accommodate a person’s disability. Harassment applies to all protected characteristics except for pregnancy and marriage and civil partnership. Employees are able to complain of behaviour that they find offensive even if it is not directed at them. Third party harassment applies to gender, age, disability, gender reassignment, race, religion and belief and sexual orientation. Third party can also apply to people not employed by the [Enter Name of Organisation]. Victimisation applies when an employee is treated badly because they have made a complaint or raised a grievance under the Equality Act.

Policy created/approved

MM/YYYY

Next review

MM/YYYY