

Equality, Diversity & Inclusion Policy

Adopted 2nd March 2021

1. Intent

The reason the policy exists. What it aims to achieve.

This policy covers our commitment to equal opportunities in employment, universal access to services, respect for diversity and prevention of discrimination. We are committed to eliminating unlawful discrimination and to promoting equality and diversity.

2. Context

Where this policy fits in terms of legal requirements, local government and/or diocesan frameworks.

This policy applies to our professional dealings with staff, volunteers, users and visitors. We shall treat everyone equally and with the same attention, courtesy and respect. It applies to recruitment and staffing by St Faith's Community & Youth Foundation, and by organisations operating within St Faith's Centre. It applies to participation in activities run by St Faith's Community & Youth Foundation, and by organisations operating within St Faith's Centre.

It incorporates the commitments to diversity that are included in the "Southwark Diversity Standard"

We will take all reasonable steps to ensure that we and our staff do not unlawfully discriminate under:

- the Equal Pay Act 1970;
- the Sex Discrimination Act 1975;
- the Race Relations Act 1976;
- the Disability Discrimination Act 1995;
- the Employment Rights Act 1996;
- the Human Rights Act 1998;
- the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
- the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2000;
- the Employment Equality (Sexual Orientation) Regulations 2003;
- the Employment Equality (Religion or Belief Act) Regulations 2003;
- the Work and Families Act 2006;
- the Employment Equality (Age) Regulations 2006;
- any other relevant legislation in force from time to time relating to discrimination in employment and the provision of goods, facilities or services.

It is reviewed annually.

3. Responsibilities

Who this policy applies to. The roles of different individuals.

3.1. The Trustees

Responsible for ensuring that all aspects of St Faith's Community & Youth Foundations activities are delivered with a commitment to equality and diversity.

The Trustees will

- inform employees of their responsibilities and opportunities under the Equal Rights Legislation
- make sure that all staff and applicants see the Foundation's Equal Opportunities Statement
- take disciplinary action against employees who are found to infringe its equality policies and will take appropriate action as a result of third party harassment.

3.2. Inclusion Officer

The Inclusion Officer is responsible for addressing any issues of potential discrimination that arise. They are responsible for ensuring this policy is followed, and for initiating, where necessary, appropriate procedures for complaints, grievances and whistleblowing.

3.3. Line managers

Are responsible for ensuring equality of opportunity in recruitment and in working.

Each manager is responsible for actively promoting equality and inclusion within their own programmes and spheres of responsibility. This includes

- treating everyone equally, regardless of background
- working to prevent discrimination, harassment, bullying and victimisation
- Appropriately handling any complaints

3.4. User group leaders and activity leaders

Are responsible to ensuring activities are inclusive and accessible.

Every activity and group leader, every member of supervisory staff, and every volunteer is responsible for actively promoting equality and inclusion within their own programmes and spheres of responsibility. This includes

- treating everyone equally, regardless of background
- working to prevent discrimination, harassment, bullying and victimisation
- Appropriately handling any complaints

3.5. Participants

Everyone must

- co-operate with measures introduced by the Trustees to make sure there is equal opportunity and non-discrimination.
- not harass, abuse or intimidate others on any grounds
- not victimise individuals on the grounds that they have made complaints or provided information about discrimination or harassment.

4. Principles

The fundamental beliefs that guide what we do.

St Faith's Community and Youth Foundation recognises that everyone has a contribution to make to our society and a right to equal opportunity.

4.1. Treating everyone equally, regardless of background

St Faith's Community & Youth Foundation will treat all clients equally and fairly and not unlawfully discriminate against them. No job applicant or employee, volunteer or organisation/individual to whom we provide services will be discriminated against by us on the grounds of:

- Sex, Gender, Sexual orientation or Gender identity
(including marital/ partnership status, gender reassignment, pregnancy, maternity and paternity)
- Ethnicity, Race or Racial group
(including colour, nationality and ethnic or national origins)
- Religious or political beliefs
- Age
- Disability
- Caring responsibility
- Status as ex-offenders

By law we must not discriminate on the basis of any "protected characteristic". These are: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual Orientation

4.2. Promoting and communicating equality

We will, wherever possible, take steps to promote equal opportunity in the services that we provide, taking account of the diversity of the communities that we serve. We are committed to meeting the diverse needs of our community. We will take steps to identify the needs of our community and ensure the services we provide are accessible to all. We will take account, in particular, the needs of people with a disability and those who are unable to communicate effectively in English. We will consider whether particular groups are predominant within our user base and devise appropriate plans to meet their needs. We will make our services accessible by communicating appropriately, considering how we reach relevant demographics, especially hard to reach groups. We will actively seek diversity within our activities.

4.3. Dealings with third parties

We will not unlawfully discriminate in dealings with third parties. This applies to dealings with other legal service providers and general procurement. When we instruct or retain professional services (e.g. legal services), we will do so on the basis of their skill, experience and ability and not unlawfully discriminate, or encourage them unlawfully discriminate.

4.4. Recruitment and employment

We recognise the benefits of having a diverse and representative workforce. As an employer, we will treat all employees and job applicants equally and fairly and not unlawfully discriminate against them. This applies equally to voluntary positions and anyone undertaking work experience with us. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary processes, demotions, selection for

redundancies, dress code, references, bonus schemes, work allocation and any other employment related activities.

4.5. Complaints and concerns

We oppose all forms of unlawful and unfair discrimination.

Direct

Discrimination

occurs when a person is treated less favourably than others in similar circumstances on the grounds of race, colour, national or ethnic origins, sex, marital status, sexuality, disability, membership or non-membership of trade union, "spent convictions" of ex-offenders, class, age, political or religious belief.

Indirect

Discrimination

occurs when a condition or requirement is imposed which adversely affects one particular group considerably more than another and cannot be strictly justified in terms of requirements for performing the job.

Harassment

is unwanted, unreciprocated and/or uninvited comments, looks, actions, suggestions or physical contact that is found objectionable and offensive and that might threaten an employee's job security, or create an intimidating working environment. Harassment is particularly liable to occur as part of sexual or racial discrimination and may be from other employees or third parties.

Under the Criminal Justice Act 1994, harassment is a criminal offence punishable by a substantial fine and/or a prison sentence of up to six months and under the Protection from Harassment Act 1997 to unlimited fines and imprisonment of up to five years.

Bullying

is persistent behaviour against an individual which is intimidating, offensive or malicious and which undermines the confidence and self-esteem of the recipient. Bullying is also unacceptable behaviour and will be regarded as gross misconduct. A complaint of bullying will be dealt with in the same way as harassment.

Victimisation

is the singling out of an individual for harsh treatment, or unfair action/sanction because he/she has made allegations or complaints of discrimination, harassment or bullying or provided information about such allegations or complaints.

We believe it necessary for all users to have the opportunity to raise any complaint they may have and that when raised such complaint be dealt with professionally, promptly and satisfactorily.

We believe it necessary for all employees to have the opportunity to raise any grievance they may have concerning their employment and that when raised such grievance be dealt with professionally, promptly and satisfactorily.

5. Actions

Specific measures and procedures that are in place.

5.1. Inclusion

Membership of groups is open to all, subject to appropriate and non-discriminatory demographic focus of individual activities.

We actively contribute to community cohesion by welcoming everyone, and treating all with dignity and respect.

5.2. Accessibility

As far as possible, we make adaptations to services and facilities, in order to make them accessible to all. We actively work to meet the diverse needs of our users and our staff. We support people to develop the necessary skill and confidence to enable them to participate fully.

5.3. Equal Opportunities

The Foundation aim to be an equal opportunities employer and workplace and undertakes to apply objective criteria to assess merit. It aims to ensure that no job applicant, employee or worker receives less favourable treatment on the grounds of race, colour, national or ethnic origins, sex, marital status, sexuality, disability, membership or non-membership of trade union, "spent convictions" of ex-offenders, class, age, political or religious belief.

Selection criteria and procedure will be reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees will be given equal opportunity and, where appropriate and possible, special training to enable them to progress in their employment. The Foundation is committed to a programme of action to make this policy effective, to minimise the possibility of discrimination and find means of combating it whenever it arises.

5.4. Recruitment and selection

All vacancies are advertised internally and externally simultaneously and will include a statement on equal opportunities. We will actively work to recruit a workforce that is representative of our community. While positive action measures may be taken in accordance with relevant anti-discrimination legislation to encourage applications from under-represented groups, appointments to all jobs will be based solely on merit.

Application forms will state explicitly our commitment to equality. All those involved in selection processes will be trained in equality principles. Dates of birth will only be used for monitoring purposes or to comply with any specific legal requirement or other external justifiable requirement. Advertisements will not state an age range, unless it is to take positive steps to welcome applications from older people, or younger people, where under-represented.

Selection for employment/volunteering, promotion, training or any other benefit is on the basis of aptitude and ability. All selection/rejection decisions will be recorded. In order not to discriminate against young workers, we will recognise skills and potential, as well as experience.

We will take steps to ensure that:

- we endeavour to recruit from the widest pool of qualified candidates practicable;
- employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit;
- where appropriate, positive action measures are taken to attract applications from all sections of society and especially from those groups which are underrepresented in the workforce;
- selection criteria and processes do not unlawfully discriminate on the grounds of sex (including marital status, gender reassignment, pregnancy, maternity and paternity), sexual orientation (including civil

partnership status), religion or belief, age or disability; other than in those instances where St Faith's Community & Youth Foundation is exercising permitted positive action or a permitted exemption;

- wherever appropriate and necessary, lawful exemptions (genuine occupational requirements) will be used to recruit suitable staff to meet the special needs of particular groups;
- all recruitment agencies acting for us are aware of requirements not to discriminate and to act accordingly.

5.5. Conditions of service

We will provide a working environment free from discrimination on any grounds and recognise the valuable contributions made by all.

We will treat all employees (whether part-time, full-time or temporary), volunteers, users and visitors fairly, equally and with respect. We will create a working environment which is free from unlawful discrimination and which respects the diverse backgrounds and beliefs of employees. Terms and conditions of service for employees will comply with anti-discrimination legislation. The provision of benefits such as flexible working hours, maternity and other leave arrangements, performance appraisal systems, dress code, bonus schemes and any other conditions of employment will not unlawfully discriminate against any employee on the grounds of their age; gender; marital status; race; religion or belief; sexual orientation or on the grounds of disability. Where appropriate and necessary, we will endeavour to provide appropriate facilities and conditions of service which take into account the specific needs of employees.

We pay a living wage, and avoid zero-hour contracts.

Promotion and career progression will be based solely on merit, without reference to any forbidden grounds. Criteria and processes for promotion will be kept under review to ensure that there is no unjustifiably discriminatory impact on any particular group. All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities. We will take appropriate positive action measures (as permitted by the antidiscrimination legislation) to provide special training and support for groups which are under-represented in the workforce and encourage them to take up training and career development opportunities. Age will not be used to justify a failure to promote or train any employee.

Consideration will be given to making reasonable adjustments, where practicable, to the workplace and to methods of working, to accommodate disabled employees. In order to be able to do this, there is a responsibility on employees to make their manager aware if they have any impairments/conditions, which may constitute a disability under the terms of the Act.

5.6. Dignity at work

We require all employees, workers, volunteers and participants to treat each other with dignity and respect and to understand that behaviour that they may find acceptable may not be regarded as such by others.

We will take steps to deal with any form of harassment, bullying, intimidation or other inappropriate behaviour, which causes offence, whether intentional, or not. Such behaviour can take place via words as well as actions, via the telephone and email as well as face to face. It is likely to be ongoing but could be a single incident.

Managers, supervisors and leaders are required to act and react to all employees (and any other persons with whom they may be in contact) with respect and dignity, and to ensure those under their control act in a similar way in their relationships with each other. They should:

- endeavour to eradicate victimisation and/or retaliation.
- encourage genuine concerns to be raised rather than be hidden.
- immediately correct and take appropriate action, when faced or notified of any unacceptable behaviour

You can help to stop bullying and harassment by:

- being aware of its existence and alert to its consequences
- setting a good example and making sure conduct does not cause offence or misunderstanding
- not being afraid to make a stand against the injustice of harassment or bullying, whether personally involved or providing support for a colleague

5.7. End of service

We will ensure that there is no discrimination in relation to termination of activities, or dismissal of staff. If a redundancy situation occurs we will ensure that age is not a factor in the selection of those to be made redundant.

5.8. Working with other organisations

All those who act on St Faith's Community & Youth Foundation behalf will be informed of this equality, diversity and inclusion policy and will be expected to pay due regard to it when conducting business on the Foundation's behalf. In all its dealings, including those with partners, any consortium members, suppliers, subcontractors and recruitment agencies, the Foundation will seek to promote the principles of equality, diversity and inclusion.

5.9. Complaints, Safeguarding, Grievances, Disciplinary issues and Whistleblowing

St Faith's Community & Youth Foundation has procedures in place for managing and resolving issues concerns and disputes. When a concern or complaint is raised with a member of staff or trustee, they will identify and initiate the appropriate course of action depending on the nature of the issue.

We have a Complaints and Whistleblowing Policy to promptly and fairly deal with alleged discrimination.

6. Supporting materials

e.g. display materials, record keeping materials.