

ALBERT DOCK CHARITABLE FOUNDATION

Equality & Diversity Policy

Adopted by the Trustees

December 2017

Review date December 2018

POLICY

The ADCF aims to create a culture that respects and values each other's differences and to secure genuine equality of opportunity in all aspects of its activities. This applies to job applicants, employees, trustees, volunteer workers and users of the organisation's services. This policy will set out how we aim to achieve this, the responsibilities of staff, volunteers and service users, and what processes will be put in place to monitor our success.

This policy is influenced by current legislation, namely the Equality Act 2010, but it also reflects the wish of the ADCF to promote the best practice in this area.

Communicating the Policy

All employees, volunteers and users should be aware of the organisation's commitment to diversity and equality of opportunity, and of the legal commitments of the organisation.

A copy of the equality and diversity policy will be given to all new staff, Board members, and volunteers of the ADCF. Copies of this policy will be freely available to existing workers, affiliates and any other interested parties on request.

Protected Characteristics

Under the Act the 9 protected characteristics are described below:

Age

Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender reassignment

The process of transitioning from one gender to another.

Marriage and civil partnership

In the UK marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. Civil Partners are treated in the same way as a married person.

Pregnancy and maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race

Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, caste, and nationality (including citizenship) ethnic or national origins.

Religion and belief

Religion has the meaning usually given to it, but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex

A man or a woman.

Sexual orientation

Whether a person's sexual orientation is towards their own sex, the opposite sex or to both sexes.

Functions covered by the Policy

This policy covers all core functions of the ADCF, its services and projects, and all policies and procedures will be regularly reviewed to ensure continuous improvement.

- ***Governance and Leadership***

Membership of the Board of Trustees is not restricted by any of the characteristics described by the Act.

- ***Recruitment, Selection and Management of Staff and Volunteers***

The ADCF is committed to being an Equal Opportunity employer. Our policy aims to ensure that no job applicant, employee or volunteer:

- Is discriminated against, harassed or victimised on the grounds of age, race, gender, disability, religion & belief, marital status/civil partnership, sexual orientation or gender identification.
- Nor will we instruct any third parties to behave in a way that could lead to discrimination, harassment or victimisation.

Selection criteria and procedures are such that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

- ***Publicity and Documentation***

We shall endeavour to make available information on key services in a variety of formats on request. Basic standards of good accessible communication will be developed and used by the ADCF including both written documents and websites.

- ***Projects, Service Delivery and Service Users***

All ADCF projects are covered by this policy. We will strive to provide quality services to all service users equally and fairly and to ensure that our policies and procedures eliminate discrimination, advance equality of opportunity and foster good relations between different groups.

ADCF projects will be reviewed regularly and changed where needed, and equality of opportunity and celebration of diversity will be built into service planning, including appropriate consultation mechanisms.

Project participant diversity is also monitored on an on-going basis by the ADCF. This will usually be by Equality & Diversity questionnaires as part of the evaluation process.

Grievance / Complaints

Any job applicant, employee, volunteer or user of the organisation's services who feels that they have been unfairly treated can raise the matter by contacting the Chair of Trustees. The use of this internal procedure does not take away an individuals' right under the Law to take a case to an Employment Tribunal. A complaint under the Sex Discrimination Act must be lodged with the Central Office of Employment Tribunals within 3 months of the date of the alleged discriminatory act.

No person who brings a complaint or grievance in good faith under the policies will be subject to victimisation or any other detriment as a result of their action.

Harassment / abuse by staff, volunteers, or service users will not be tolerated. Employees will be subject to disciplinary action. The Trustees reserve the right to terminate any placement or apprentice agreement in the case of harassment or abuse.

Monitoring and Evaluation

A monitoring form is issued with every evaluation form for those accessing projects and services through the ADCF. The results are made available to Trustees for evaluation.

Baseline information will be collected and used to assess the success of ADCF in providing relevant and accessible services to a diverse community, and this information will be used to inform future service planning and delivery.

Appendix 1: Definition of key terms used in the policy

- **Discrimination** occurs when a condition, or requirement is applied which cannot be justified.
- **Direct discrimination** is treating one person less favourably than another in the same or similar circumstances or segregating them from others solely because they are, for example, a lesbian, a gay man or because they have a disability or illness.
- **Indirect discrimination** occurs where there is a requirement or condition which applies equally to everyone but which, in practice, has an adverse impact on a particular group and cannot be justified. For example an unnecessary physical or age requirement can discriminate against women or disabled people.
- **Abuse and/or harassment** – Discrimination also covers actions which amount to abuse and/or harassment of people or groups of people because for example they are a member of a national, racial or ethnic minority group, a woman, a lesbian, a gay man or have a disability or illness.
- **Victimisation** occurs when a person is treated less favourably or is discriminated against because she/he has pursued or intends to pursue their rights in respect of alleged discrimination.
- **Perceptive discrimination** - Discrimination against an individual because of a perception that he or she has a protected characteristic when he or she does not, in fact, have that protected characteristic.
- **Associative discrimination** - Less favourable treatment because of someone else's protected characteristic.
- **Institutional racism (Macpherson Report, 1999)** - The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen in the processes or attitudes and behaviour, which amount to discrimination, to unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages minority ethnic people.
- **Racist incident (Macpherson Report, 1999)** - Any incident which is perceived to be racist by the victim or any other person. If the victim doesn't want to complain, another person may do so.

The last two definitions can be applied to other forms of discrimination e.g. institutional ageism, homophobic or anti-gay incident.

Discrimination in any of the forms stated above is unacceptable, regardless of whether there was any intention to discriminate or not.

Positive Action - Within defined limits, the law permits employers to take positive action, for a limited time, to improve the position of disadvantaged groups and allows employers to give special encouragement and provide specific training so that the effects of past discrimination can be overcome.

Genuine Occupational Qualification - There are employment exceptions allowable which are recognised by Law. An employer may claim G.O.Q. to recruit, train, promote or transfer a person of a particular sex or racial group as stated in the Sex Discrimination Act 1975 and within the Race Relations Act 1976.