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Change History

Version number	Date of Release	Policy Owner	Authorised by
1.0	01 August 2017	Briony Paton	Lindsay Gallard

Policy Statement

The Charity is creating a workforce at ease with all aspects of human difference. We are guarantors of standards of decency and fairness and, through our commitment to training and management best practice, aim to create a workplace where our employees can truly 'be well' and benefit from equality and positive treatment.

The Charity recognises that discrimination in the workplace in any form is unacceptable. Therefore, the purpose of this policy is to ensure all are treated fairly and without prejudice. Furthermore, this policy aims to ensure that:

- everyone learning, working, volunteering and engaging with us is treated with dignity and respect
- employees, volunteers and self-employed contractors understand their role in creating a welcoming environment for people from all backgrounds
- employment, volunteering, learning and development opportunities are made available to as broad a spectrum of people as possible
- our principles on diversity, equality and inclusion are clearly communicated and consistently applied
- we become more inclusive by increasing access to, and participation and involvement in, our activities for a broad spectrum of people
- our work environment is free from harassment and bullying
- people know where to refer concerns they may have about diversity, equality and inclusion issues

Scope

This policy applies to everyone who works with the Charity, including those from other organisations with which we have contractual arrangements.

Related Legislation

- Equality Act 2010

Related Policies, Procedures, and Templates

- Disciplinary Policy
- Bullying and Harassment Policy
- Redundancy Policy

Responsibilities

Board of Trustees	Overall responsibility for the policies and procedures that govern the work at Central YMCA.
Chief Executive	Overall responsibility for ensuring Central YMCA's resources are used effectively and appropriately.
Policy Owner	Responsible for ensuring guidelines are in place and that policies and procedures reflect our charitable ethos and commitment to equality and diversity.
All Line Managers	Responsible for ensuring all employees are aware of and follow this policy.
All Employees and Volunteers	To follow policies and procedures, promoting best practice throughout the organisation.

Policy Review

Review of impact against the aims of policy:

This policy has been drafted for approval by Briony Paton and has been approved by Lindsay Gallard and is deemed fit for purpose. All related procedures have been designed to match the contents of this policy.

The policy has been communicated successfully to employees and the policy has been made available on the Charity's intranet.

Does there appear to be any patterns of equality related issues: No

If yes, please provide an Equalities Impact Assessment (if relevant): N/A

Reviewed by: Lindsay Gallard

Date: 01 August 2017

This policy will be reviewed on an annual basis by the Policy Owner and signed off by the Board of Trustees if any changes are made.

Next review date: April 2018

Policy

1. Principles

- The Charity promotes a working environment in which diversity is recognised, valued and encouraged. We acknowledge the multi-cultural and diverse nature of the UK workforce and society in general. We are committed to principles of fairness and mutual respect where everyone accepts the concept of individual responsibility.
- We believe that it takes all types of individuals to make a creative, innovative and active organisation. We want to create a warm and welcoming environment where everyone who engages with us is treated with dignity and respect, and has the opportunity to achieve.
- Through this policy we aim to assert the basic principles on which a diverse, representative, equal and inclusive team can be built and protected; one in which people are valued for their contribution and the unique skills and life experiences they bring to our organisation's culture, work and impact.
- We all have a responsibility to behave in a way that creates and protects a welcoming and inclusive working environment for all. Therefore, the Charity needs to collectively aim to:
 - reduce barriers to participation by taking steps to become more inclusive
 - treat employees, volunteers, potential employees and service users fairly and with respect at all times
 - respect and value different lifestyles and beliefs
 - ensure that people are able to enjoy their experience of the Charity free from bullying and harassment, or any other form of unwanted behaviour
 - ensure that employees, volunteers and learners have an equal chance to contribute to our vision and participate in our activities
 - challenge stereotypes held about different groups
 - support people who may require certain adjustments to help them achieve (e.g. people with disabilities, pregnant women)
- The Charity's policy complies with current legislation. We review it regularly and will update it if the law changes. However, we recognise that equality of opportunity is best achieved by day to day commitment throughout the organisation. We offer support and training where necessary to achieve and maintain this.

2. Protected Characteristics

- No job applicant, employee or anyone the Charity deals with will receive less favourable treatment because of their protected characteristics. The protected characteristics are:-
 - Age
 - Disability
 - Gender Reassignment
 - Marriage and Civil Partnership
 - Pregnancy and Maternity
 - Race (including colour, nationality, ethnic or national origin)
 - Religion or Belief
 - Sex
 - Sexual Orientation

3. Recruitment and Selection

- The Charity aims to ensure that job applicants do not receive less favourable treatment on the grounds of their gender, sexuality, race, disability, age, trans-gender status, marital status, civil partnership status, pregnancy, political or religious belief or any other factor that is irrelevant to the selection process. Applicants for employment are short-listed / selected solely on the basis of their assessed capability for the role.
- The Charity will also consider support and reasonable adjustments, where potential employees may need such to assist them to carry out the role for which they are applying.
- In order to encourage diversity, equality and inclusion we aim to advertise all permanent roles internally at least; however, there may be circumstances when this is not possible due to legal and ethical reasons.
- Furthermore, to ensure that we are able to fill temporary business-critical or highly specialist roles urgently we may approach employment agencies or individuals directly, without advertising.
- All recruitment, including temporary appointments, should be discussed and processed with the knowledge and support of the HR Team who can advise on a case-by-case basis.
- The HR Department will ensure that individuals who are involved in recruitment activities are suitably trained.

4. Learning and Development

- The Charity will provide learning and development opportunities because of the value they bring to the organisation, our ability to resource them (including cost/benefit analysis), the specific requirements of the role and agreed personal development objectives.
- To encourage diversity, equality and inclusion we aim to:
 - communicate learning and development opportunities to employees and volunteers directly or through Line Managers
 - monitor training and development activities to ensure equality of access
 - recognise an understanding of and commitment to diversity, equality and inclusion as a specific competence
 - ensure that development and performance management activities are transparent and based on performance, competence and progression

5. Reward and Recognition

- We will base decisions about pay, benefits, promotion, reward and recognition on objective criteria and individual achievement.
- Pay arrangements will not be affected by issues relating to an employee's gender, sexuality, race, disability, age, trans-gender status, marital status, civil partnership status, pregnancy, political or religious belief, or because they work part time or on a fixed-term contract.

6. Redundancy and Redeployment

- We will base decisions relating to selection for redundancy on objective criteria not relating to gender, sexuality, race, disability, age, trans-gender status, marital status, civil partnership status, pregnancy, political or religious belief.
- We will, where appropriate, use criteria that are measurable and supported by documented records, such as PDRs, disciplinary records, attendance records or revenue figures.

7. The Impact of Human Rights, Equality and Diversity

- The Charity encourages a working atmosphere in which human rights considerations are carefully measured. These include:-
 - Respect for private and family life
 - Freedom of thought, conscience and religion
 - Freedom of expression
 - Freedom of assembly and association
 - The prohibition of discrimination
- We strive to balance such considerations sensitively when determining operational arrangements.
- The following are important indicators of the Charity's treatment of equality, diversity and human rights issues:
 - We ensure on induction that you are aware and understand equalities, diversity and human rights considerations
 - We expect you to ensure that this informs your treatment of other employees and those who use our services
 - We recognise that employees thrive when valued as individuals. We encourage all employees to bring forward different experiences and viewpoints appropriate to their role
 - Our senior management team provide leadership in equality, diversity and human rights issues. We offer support to staff facing challenges and ensure services are subject to a process of continuous review and improvement
 - We prescribe how to challenge inappropriate activity in the workplace and identify what to do if you discover infringements
 - We ensure our premises, equipment and working practices support a safe environment for staff and those who use our services
 - We assess risks to minimise the possibility of violence, harassment or bullying. We set out clear procedures to follow in the event of problems. We monitor and review their suitability as a matter of course and always in the event of an incident or "near miss"
 - We operate a structured process of appraisal and development. We seek to ensure that the contributions staff make at work are positive and effective. We also ensure they meet statutory expectations. We aim to maximise potential and help overcome individual difficulties

8. Managing a Situation

- The Charity will take all concerns relating to diversity, equality and inclusion very seriously.
- If you feel that you have not been treated fairly or with respect, or wish to voice concerns about how someone else has been treated, initially make it clear to the individual concerned that you find it unacceptable.
- Person-to-person discussion at an early stage may be enough to resolve it without involving anyone else. However, should this not be the case or you do not feel this to be appropriate, then you should discuss the matter with your Line Manager or another senior person whom you trust.
- We will aim to address situations informally, but if this is not possible a decision will be made whether to escalate the matter to a more formal level, potentially through the Bullying and Harassment policy or Disciplinary policy. This may include dismissal in instances we consider to be gross misconduct.

9. Roles & Responsibilities

9.1 Employees

- It takes commitment and teamwork to create a warm and inclusive environment, which means everyone has a responsibility to read this policy and follow its principles at all times. Each of us is a stakeholder in the success of this policy. We expect you to treat, and be treated by, other employees and the people we deal with considerately and with respect.
- Bullying, harassment and other forms of unwanted behaviour have a detrimental effect on our people and their wellbeing, directly challenging our values, so we should all consider how our behaviour, actions and words at work can affect others.
- Try to think before you act, exploring any questions you may have about a person's lifestyle or beliefs outside of the workplace. You should refer to respected sources of information to help you develop an understanding of different cultures, practices or beliefs to enable you to challenge stereotypes that can reinforce negative perceptions of certain groups.
- All employees should adopt the following principles at all times:
 - Do not take unlawful discriminatory actions or decisions contrary to the spirit of this policy
 - Do not discriminate against, harass, abuse or intimidate anyone on account of their protected characteristics
 - Do not place pressure on any other employee to act in a discriminatory manner
 - Resist pressure to discriminate placed on you by others and report such approaches to an appropriate manager
 - Co-operate when we investigate, including providing evidence of conduct which may amount to discrimination
 - Co-operate with any measures introduced to develop or monitor equality and diversity.
- Please be aware that discrimination is not just treating one person less favourably than another. It can take place because someone associates with a person with a protected characteristic, someone is believed to possess a protected characteristic (even though they don't) or something particularly disadvantages people who share a protected characteristic more than others.

- Be confident and directly challenge any behaviour, actions or processes you feel may go against the aims of this policy by speaking to your Line Manager or a member of the HR Department.
- Bullying, harassment and discrimination have no place in an organisation like ours and we will tackle all instances of this type of behaviour swiftly, in line with our policies and current legislation. It is worth noting that individuals can be held *personally* liable for any acts of unlawful discrimination and may face criminal proceedings.

9.2 Line Managers

- As a Line Manager, you have additional responsibilities to nurture a professional, respectful and inclusive work environment. We expect you to be a role model of good practice, encouraging tolerance and understanding among your team, challenging poor behaviours and attitudes and exploring new ways to increase participation and inclusion in all we do.
- You should read this policy and ensure that its principles are incorporated into your management practices, seeking advice from a member of the HR Department if you have any questions.
- We encourage all stakeholders to learn more about equality, diversity and inclusion issues through their own research or by attending courses and disseminating knowledge to colleagues.
- You should also seek to ensure that the organisations that we work with have appropriate diversity policies in place and share similar values.

9.3 HR Department

- The HR Department will provide training opportunities for all staff on diversity, equality and inclusion issues as necessary. This includes supporting recruiting managers in effective methodology to avoid undesirably and unlawful discrimination.
- The HR Department will also monitor employment policies and practices to ensure that they meet legislative and good practice standards.
- The HR Department will keep the Strategic Leadership Team informed of diversity, equality and inclusion issues and any subsequent updates.

9.4 Strategic Leadership Team and Trustees

- The Board of Trustees and the Senior Leadership Team are responsible for understanding the nature of the issues and opportunities relating to diversity, inclusion and equality within the Charity, and shall promote and take such action as is necessary.
- They will ensure that the Charity effectively manage these responsibilities by:
 - creating an ethos which upholds core values of shared responsibility and wellbeing for all which promotes respect, equality and diversity and understanding
 - adopting stringent and transparent practices and reporting frameworks which recognise, support and protect individuals who might at risk of discrimination or disadvantage
 - sharing information about diversity, inclusion and equality issues with staff, volunteers, learners and other key stakeholders
 - providing training opportunities for staff and volunteers to enable them to continually update their diversity, inclusion and equality knowledge
 - providing effective management for staff and volunteers through supervision, support and training.