

TITLE OF POLICY/PROCEDURE: Equality and Diversity Policy

EFFECTIVE DATE: 16.10.06

REVISED: 16.10.06, 24.04.09, 15.03.10, 21.02.11, 15.12.15

APPROVED BY THE BOARD: 16.10.06

STATEMENT

Centre4 Limited believes that the United Kingdom is a Society diverse in race, culture, creed and interests and that no person or group should experience discrimination on the basis of race, gender, disability, age or sexuality. Centre4 Limited therefore declares to work for the furtherance of equal treatment in employment and service provision.

Centre4 Limited is committed to:

- 1.1 Positively addressing any bar to participation within its own organisation.
- 1.2 Adopting an effective system to monitor practice within Centre4 to secure Equality of Opportunity.
- 1.3 Promoting practice with regard to Equality of Opportunity in services to other organisations and the general public.

Centre4 is an Equal Opportunities organisation. Its policy is to ensure that no person receives less favourable consideration than others in the selection, appointment, promotion and training of staff or of volunteers.

1. RESPONSIBILITIES and IMPLEMENTATION

Centre4 is committed to the principals of equal opportunity. It is the joint responsibility of everyone involved to adopt these principals and act accordingly as detailed in the Equality Act 2010.

Centre4 recognises that certain groups in society suffer discrimination in some circumstances and therefore will not tolerate discrimination because of a protected characteristic, these being **age, race, sex, gender reassignment, disability, sexual orientation, religion or belief, pregnancy or maternity and civil partnership or marriage**. Centre4 will also not discriminate because of working patterns or trade union membership.

Centre4 recognises that everyone has a contribution to make to our society and a right to equal treatment irrespective of the factors.

Centre4 recognises that we live in a multicultural society and believes that cultural diversity should be viewed positively.

Centre4 will implement measures to combat direct or indirect discrimination in its employment practices and provision of its services, including positive actions to make this policy effective and ensure that the policy is reflected in the delivery of our work.

2. BULLYING and SEXUAL or RACIAL HARASSMENT

In keeping with the Equality and Diversity Policy harassment of any individual for any of the factors is unacceptable and the aim is to ensure that unacceptable behaviour does not take place.

Specifically, sexual and racial harassment are both forms of a protected characteristic and as a consequence are unlawful. Bullying and harassment also lowers morale and reduces the effectiveness of people at work.

Centre4 will not tolerate sexual or racial harassment, or other bullying, in any form, by any member of staff, managers, volunteer, partner, or visitor.

Appropriate action will be taken in the event of such harassment being proven, which can include summary dismissal in the case of an employee.

3. RECRUITMENT

Centre4 is committed to ensuring that it acts as an equal opportunities employer. No job applicant, employee, client or member will be discriminated against because of the factors.

It is the responsibility of the Trustees to ensure that this is reflected in all recruitment and selection, personnel, and to investigate any complaints and respond accordingly.

Every vacancy will be advertised both internally and externally with the object of encouraging applicants from all those to whom the post may be of interest.

Job descriptions will be provided for all advertised posts along with a list of key job requirements and the experience necessary for the position so that potential candidates can be measured against these criteria in the selection process.

Application forms, if used will not provide the potential to discriminate because of any of the factors at the point of application. The ethnic, age and gender of applicants will be monitored separately.

Due regard will be paid by interview panels to cultural bias and the effect that it may have on interview proceedings.

This Equality and Diversity Policy should supplement all appropriate external documentation used for recruitment. The Human Rights Act 1998 will also be taken into consideration.

All recruitment and selection documentation should be retained for one year and will clearly record the reasons for an appointment.

4. VOLUNTEERS, PARTNERS and CLIENT SERVICES

Centre4 intends to act with due regard to this policy and with due regard for the law.

Centre4 will encourage everyone with whom it works to act in a manner which is supportive of our principals.

Centre4 will offer appropriate assistance to those who require it regardless of any of the factors listed above.

5. DEVELOPMENT and TRAINING

Centre4 will facilitate development and training without discrimination.

Interview panel members will receive equality and diversity development and training relating to selection and recruitment to ensure that selection is made on an objective basis.

The Equality and Diversity Policy will become an integral part of the development and training programme for all staff as will the Equality Act 2010.

Existing development and training practices will be regularly reviewed to ensure they are not discriminatory.

6. OTHER

The office premises of Centre4 shall, where possible, have facilities for and be accessible to people with disabilities.

In all its work and all its published material, Centre4 will exercise care to act in a manner which displays respect for all people, culture, and faiths. Centre4 will also endeavour to ensure its partners are aware of religious issues which should be borne in mind when planning training and consultancy work.

Centre4 will work with due concern for vulnerable groups such as children or mentally disabled people and take advice where necessary if dealing with such groups.

Centre4 will consult representatives from groups possibly subject to discrimination and act on such advice whenever appropriate.

Centre4 will welcome and consider fully any constructive criticism or suggestions from any group or individual as to how this policy may be improved or more effectively implemented.

The Board will monitor the effectiveness of this policy, for example by analysing statistics from monitoring of recruitment applications, and the number (if any) of complaints. An annual report on these issues will be submitted at each AGM.

Managers are expected to draw any complaints to the attention of the trustees even if immediately resolved.

Grievances

- Any individual, whether an employee or an applicant for a job, may raise a grievance and should refer to the Employee Grievance Procedure.
- The Equality Act 2010 protect the interests of those affected directly, indirectly, by association or perception by unlawful discrimination and afford the right of complaint to an Industrial Tribunal.

Service Provision

Centre4 will take positive action to ensure that its service to, and contacts with, other groups and individuals reflect in its own Equality and Diversity Policy. This will be effected by:

- Taking steps to identify and consult with groups and individuals having specific requirements as to how Centre4's services may be improved to meet their requirements.
- Ensuring that all individuals who represent Centre4 are aware of, understand, and operate, Centre4's Equality and Diversity Policy.
- As a general statement, if anyone using our services has a special need we will do our best to meet it.
- Centre4 will do its best to make everyone feel welcome and will give everyone equal access to all information and services.

- Centre4 will not display or sell any material, which is likely to offend people.
- Centre4 will try, as far as possible, to provide written information in a form, which is understandable to everyone.
- Centre4 will give all volunteers equal consideration, information and opportunity for training.
- Centre4 will try to ensure that activities and events, for which we are responsible, are accessible to everyone.
- Centre4 will try to ensure that, when we provide transport, people's specific requirements are taken into account.

Employees' and Volunteers' Responsibilities

- Will be required to cooperate with any measures introduced by Centre4 and the law to ensure the promotion of Equality and Diversity Policy and combat known discrimination.
- Will not treat someone less favourably than another person because of a protected characteristic (PC).
- Will not directly discriminate against someone because they associate with another person who possesses a particular PC.
- Will not directly discriminate against someone because the other employees/volunteers think they possess a particular PC

Review

- Centre4 and the Nursery staff will review this Equality and Diversity Policy every 3 years
- The Annual Report of Centre4 will include the Declaration of Intent and a Report upon the implementation of the Equality and Diversity Policy.

Compiled By: Paula Maskill

Date: 09.11.09