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## Equality Policy

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### **Hiraeth CIC, Missions & Objectives:**

#### **Through Activities for:**

Children and Young People: Deliver innovative & targeted youth work. Provide individual & group support. Promote healthy lifestyle choices & respond to identified gaps in provision. Working with most at risk of social exclusion.

Community Development: Working with disadvantaged communities to improve their physical & social environment. Providing opportunities for parenting and family support. Educational and employment support. Improving community safety.

Research: Conducting, collating and testing research (desktop, qualitative and quantitative). Monitoring and evaluating projects and policies. Facilitating focus groups and consultations.

Resources: Developing and delivering resources and training programmes. Providing a consultancy service.

#### **By:**

Improving young people's life chances, promoting confidence, and independence, raising aspirations and achievement. Activities will enable young people to make a positive contribution to the communities in which they live and lead happier, healthier and more fulfilled lives. Equipping young people with the necessary skills and resources to develop and sustain a higher level of commitment and application to their education.

#### **And...**

Furthering opportunities to expand and strengthen social networks via active citizenship. Tackling multiple causes and symptoms of poverty, helping to increase community safety and reduce the fear of crime. Restoring confidence in the criminal justice system and implementing restorative approaches to address grievances. Helping with resettlement and aftercare provision. Empowering parents.

Our research activities and commitment to reflexive practice will help to measure the short, medium & long-term impact of programmes. This will benefit the community by contributing to the evidence base, gaining value for money and helping to establish effective practice - instrumental to achieving our outcomes.

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Quality research will enable the successful targeting of resources and give voice to those who are seldom heard and inform policy makers.

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### **Hiraeth CIC Overview**

Hiraeth CIC is a youth based extended family network that provides community & grassroots projects to create long term, impactful change.

We believe in the 'golden rule' of activism – utilising and empowering young people, on the ground, to create projects with long term impacts that meet complex, social realities.

Project2020 CIC offers wide experience working within the child rights sector; with practitioners, youth workers and project managers that have a strong understanding of the protections afforded to children in the UN Convention on the Rights of the Child (UNCRC).

Our values: Youth participation, non-discrimination, community empowerment, transparency, accountability and long-term sustainability.

### **Named person responsible for equality enforcement:**

**Daniel John Carter**

### **Second named person responsible for equality enforcement: (if main contact is unavailable):**

**Marc Tilley**

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## **Section 1: Important Background Information:**

### **1.1 General Principles**

Hiraeth CIC is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation – in providing goods and/or services and/or facilities – is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full time.
- Not unlawfully discriminate based on the Equality Act 2010 protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, request for flexible working, and selection for employment, promotion, training or other development opportunities.

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### **1.2 Policy Statement**

Our policy is to employ, promote and treat all applicants and employees in the same way, regardless of the following 'Protected Characteristics': age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy and maternity. We will avoid unlawful discrimination of any kind in all aspects of recruitment and employment. We will recruit, train, develop and promote based on merit, skills, qualifications and abilities alone. Where a decision needs to be made, whether it is on pay raises and bonuses or disciplinary action, this will only ever be based on an individual's performance and contribution to the organisation. This policy is in accordance with the Equality Act 2010 and any other associated legislation.



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### **1.3 Definitions of unlawful discrimination:**

There are various forms of discrimination and to varying degrees. Discrimination does not always represent a physical or conscious activity, but can simply be part of a working practice which is of detriment to one group or person over another. How one individual perceives behaviour can be very different to how another colleague may perceive it.

**Direct discrimination** applies to the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy and maternity. An employer will directly discriminate if they treat a person less favourably than another person because of a protected characteristic they have, or are thought to have (known as perceived discrimination), or because they associate with someone who has a protected characteristic (known as associative discrimination). An example of direct sex discrimination would be refusing to employ a woman because she was pregnant.

**Associative discrimination** is direct discrimination against an individual because they associate with another person who possesses a protected characteristic. Associative discrimination applies to the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex and sexual orientation. An example of associative discrimination might be where an employer refuses to promote an employee who they know has a disabled parent living at home. The employer believes the employee will be unable to carry out their new role effectively due to caring responsibilities for the parent. This would be discrimination against the employee because of their association with a disabled person.

**Perceptive discrimination** is direct discrimination against an individual because others think they possess a particular protected characteristic. Perceptive discrimination applies to the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex and sexual orientation. It applies even if the person does not actually possess that characteristic. An example of perceptive discrimination might be where an employer does not allow an employee to represent the organisation at a national awards ceremony as the Managing Director thinks they are too young. In fact, the employee is much older than they look. This is discrimination against the individual on the perception of a protected characteristic – e.g. their age.

**Indirect discrimination** can occur when a condition, rule, policy or practice applies to everyone in an organisation but particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if an employer can show they acted reasonably in managing the organisation. Indirect discrimination applies to the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership. An example of indirect discrimination might be failing to provide religiously appropriate food when catering. If this action cannot be

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objectively justified and is to the individual's detriment, then the practice, policy or specific criteria would be unlawful.

**Harassment** occurs when another person engages in unwanted conduct related to a relevant protected characteristic, which may violate the person's dignity or create an intimidating, hostile, degrading, humiliating or offensive environment for that person. Employees can complain of behaviour they find offensive even if it is not directed at them and they do not need to possess the relevant protected characteristic themselves. Harassment applies to all protected characteristics except for marriage or civil partnership, and pregnancy and maternity. Employees are also protected from harassment because of perception and association

**Victimisation** makes it unlawful for one person to treat another badly because that person has made or supported a complaint, or raised a grievance, under the Equality Act 2010, or because they are suspected of doing so. An example would be where an employee raises a grievance because he feels he has been discriminated against by his manager because he is gay. One of his colleagues supports him by corroborating what he has said. The complaint is resolved through the organisation's grievance procedures; however, both employees are then given poorer quality work by their manager and as a result earn less commission. Both employees could claim victimisation based on less favourable treatment for raising and supporting a complaint of discrimination on the ground of sexual orientation.

**Failure to Make Reasonable Adjustments** Where arrangements disadvantage an individual because of a disability, employers are expected to make reasonable adjustments to overcome the disadvantage. To not make those reasonable adjustments would be discrimination on the grounds of disability. An example would be where a building only has steps for access. If it is reasonable to do so, the employer should install a ramp.

**Policy:** 'A statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that the organisation is taking its duty and responsibility of care seriously.'

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## **Section 2: Organisational Commitments**

### **2.1 General Principles**

We are committed to providing a work environment for our employees, which is free from embarrassment, intimidation, threats, discrimination, bullying or harassment. Harassment against a person or group of people, which is either persistent or an isolated incident, will not be tolerated under any circumstances. We will do all that is reasonably possible to prevent harassment occurring and will take all necessary steps to ensure this policy is implemented effectively. It is the duty of all employees, and managers and supervisors, to ensure that our procedure on harassment is carried out as quickly and thoroughly as possible. We recognise that harassment can humiliate, frighten, offend and demean the individual it is aimed against. This may damage our organisational effectiveness and efficiency. We consider harassment to amount to misconduct, which will be dealt with under the disciplinary policy and may lead to dismissal for a first offence if deemed to be gross misconduct. Less serious infringements may lead to the harasser being relocated within the organisation if appropriate. Any complaints of harassment, including behaviour that you find offensive which has not been directed at you personally should be reported to your manager. The matter will be dealt with in a discreet and confidential manner and appropriate action taken. If this is not appropriate, the employee should speak to the appointed equality investigator. It is not the intention of the perpetrator that is key to deciding whether harassment has occurred but whether the behaviour is unacceptable by normal standards and is detrimental to the recipient.

### **2.2 Specific commitments**

- encourage equality and diversity in the workplace as they are good practice and make business sense
- create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued
- This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination
- All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

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- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities
- Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice
- Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence
- make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy
- Monitoring will also include assessing how the equality policy, and any sporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues
- Appoint an individual member of staff, who will act as an independent adjudicator; both mediating, investigating and assisting in resolving disputes and implementing relevant disciplinary procedures.

### **2.3 Examples of Discrimination & Harassment**

General Examples of Bullying/Harassment General examples of bullying/harassment include:

- Unfair treatment
- Coarse or insensitive jokes and pranks
- Coarse or insensitive comments about appearance or character
- Display of offensive material – written or pictorial

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- Deliberate exclusion from activities or conversation
- Unwelcome familiarity or body contact
- Abusive, insulting or threatening language
- Demands or threats to intimidate or obtain favours
- Threatened or actual violence
- Ridiculing or demeaning someone
- Blocking promotion or opportunities in the workplace
- Unjustified threats or comments about job security
- Spreading rumours or insulting someone

**Racial, religious or belief based harassment** can take many forms. It is generally considered to be behaviour that is offensive, embarrassing, insulting or intimidating. It may include any unwanted non-verbal, verbal or physical abuse that is racially derogatory and potentially offensive.

Examples of racial harassment include offensive and insensitive quips and jokes which are related to a person's race or religion; the deliberate exclusion and isolation of an individual; threatening or insulting words or behaviour; the display of abusive writing or pictures.

Discrimination on the grounds of religion or belief can occur even where both the discriminator and recipient are of the same religion or belief. Protection also applies where individuals do not follow a certain religion or have no religion at all. 'Belief' refers to any religious or philosophical belief, or the lack of such a belief. To be protected, a belief must play a substantial part in the individual's everyday life and behaviour.

**Sexual or sex based harassment** consists of unwanted conduct of a sexual nature. It will include any form of unwanted verbal, non-verbal or physical conduct of a sexual nature, with the purpose or effect of violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment. Such conduct may include (although this is by no means an exhaustive list), unwanted physical conduct of a sexual nature; inappropriate, suggestive or uninvited comments; displays of sexual or sexually aggressive literature and pictures; unwelcome sexual propositions or repeated unwelcome invitations; lewd comments or insensitive jokes.

**Sexual Orientation or Gender Reassignment harassment** can take many forms and includes harassment based on both real and perceived ideas about someone's sexual orientation, or gender reassignment. It may include any intentional or unintentional behaviour displaying non-verbal, verbal or physical abuse that is derogatory and potentially offensive. Examples of such harassment include offensive and insensitive quips and jokes which are related to a person's actual or perceived sexual orientation or gender history, or that of any of their associates; the deliberate exclusion and isolation of an individual; threatening or insulting words or behaviour; the display of abusive writing or pictures.

**Bullying** is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power which is meant to undermine, humiliate or injure an individual. Bullying can range from seemingly trivial acts to outright abuse against a person. It is often difficult to detect

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and therefore it is the responsibility of every employee to ensure that this type of harassment does not occur and to report any incidents immediately as and when they arise. Any complaints of bullying will be dealt with in a discreet and confidential manner and appropriate action taken.

**Age discrimination** applies to all workers and protects them from being directly and indirectly discriminated against, harassed or victimised on the basis of their age. Age harassment can consist of unwanted verbal, non verbal and physical abuse regarding a person's age that is potentially offensive, which the harasser knew or should have known would cause offence. Typical examples of ageist harassment can include offensive and insensitive jokes, insulting words, inappropriate pictures and threatening behaviour

**Disability or Associative Discrimination** is unlawful act, discriminating against disabled people or carers, or anyone associated with a disabled person, in the field of employment and in the provision of goods, facilities and services; this could constitute less favourable treatment on the grounds of disability. The Equality Act 2010 defines a disabled person as "a person who has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities". Employees can raise a harassment complaint regarding any of the above, if they find the behaviour offensive, even where the behaviour it is not directed at them personally. The complainant need not possess any of the relevant protected characteristics.

**Marital or Civil Partnership Status Same-sex couples** in the UK can apply for legal recognition of their relationship by registering as civil partners. Same-sex couples who register as civil partners have similar rights and responsibilities as a married couple, including access to employment and pension benefits. A civil partner has comparable status to a spouse and therefore the same protection from discrimination and harassment on the grounds of marital status extends to civil partners.

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### **Section 3: Responsibilities**

#### **3.1 The Round Table (management team) will ensure:**

- The existence of statements of equal opportunity values, policies and objectives in the business and human resource plans of the organisation
- The inclusion of equal opportunity training in the organisation's training plans
- The inclusion of all varieties of discriminatory based harassment, bullying and victimisation in disciplinary offences; and the existence of a procedure for employees to pursue grievances about such harassment
- The existence of personnel records in a format to facilitate the effective monitoring of equal opportunities
- That monitoring of equal opportunities policy implementation is taking place
- That the policy is reviewed and updated in line with future changes in legislation, case law and relevant codes of practice

Table Members will:

- Co-operate with any measures introduced by the organisation in relation to equal opportunities, including attendance at any relevant training or development courses
- Set a good example by their own behaviour and make sure that employees are aware of the standards expected of them
- Ensure compliance with all personnel policies and monitoring standards in the day to day running of their team
- Provide a working environment that discourages harassment and takes positive action against any employee who infringes the rules. This should include formal disciplinary action
- Check that job adverts and requirements are really necessary to the job and not a reflection of any traditional biased practices or stereotypes when recruiting
- Provide a climate whereby an individual will be comfortable in raising a grievance should they have suffered harassment or discrimination
- Take complaints about employees, customers, suppliers or visitors seriously and take prompt action to resolve and investigate as appropriate
- The management will be responsible for helping to ensure that the Equal Opportunities and Dignity at Work Policy is implemented, maintained and adhered to throughout the organisation. They will also be responsible for the collection, collation and retention of the records necessary to enable the organisation to monitor the implementation of this policy effectively.
- These records include:
  - A breakdown of the equal opportunity monitoring forms in respect of all applicants for vacancies with the organisation
  - Details of employees selected for promotion, transfer and training

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- Details of employees receiving increases in salary and/or other increases in benefits or bonuses
- Information provided by prospective, current or past employees will be handled sensitively for the purposes of equal opportunities monitoring and will be dealt with in accordance with the Data Protection Act.

### **3.2 All Employees, volunteers and interns:**

Have responsibility in the area of equal opportunity and are required to adopt the following practices:

- Co-operate with any measures introduced to develop or monitor equal opportunity
- Refrain from taking discriminatory actions or decisions that are contrary to the spirit of this policy
- Not harass, abuse or intimidate other employees for any reason, particularly discriminatory reasons
- Not place pressure on other employees to act in a discriminatory manner and discourage behaviour which may be discriminatory
- Resist pressure to discriminate when other employees are trying to influence them to do so
- Co-operate with investigations into acts or conduct that may amount to unfair or unlawful discrimination, including providing evidence from which discrimination may be inferred and disciplinary action taken
- Inform their immediate manager, or where not appropriate, a member of the Management Team, if they are aware of any action being taken by an employee which is contrary to this policy



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#### **Section 4: Procedure**

All procedures and conditions of service will be reviewed on a regular basis, to identify and eliminate processes, practices or eligibility criteria which may discriminate (directly or indirectly) against any particular group or category of applicant and employee. Personnel records will be kept in a format which enables analysis to be made of the numbers of job applicants, appointments and employees against various categories.

Effective monitoring will help us ensure that current recruitment, promotion, training and general employment practices are reaching and protecting all potential candidates, and help to guard employees against any potential for discrimination. In addition to the specific procedures in place with regard to the recruitment and selection of individuals for appointment and/or training opportunities, we have specific procedures covering harassment and bullying.

Managers and individuals in supervisory positions will receive formal training in all aspects of this policy in explaining the role they have with regard to its implementation.

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### **Section 5: Enforcement and Redress**

If employees unfairly or unlawfully discriminate against another employee, induce others to practice unfair or unlawful discrimination, or fail to co-operate with measures designed to promote equal opportunity, they will be subject to disciplinary action which could result in summary dismissal without notice. Similarly, it is unlawful to victimise someone because he or she has alleged discrimination or supported someone to make a complaint or given evidence in relation to a complaint. Employees who victimise another employee for any of these reasons will be subject to disciplinary action, which could result in summary dismissal without notice.

If employees consider they have been unlawfully or unfairly discriminated against, they have recourse through our harassment procedure and/or our grievance procedure.

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### **Section 6: Review of Effectiveness**

We will review the outcome of cases where complaints of bullying, harassment or victimisation have been made in order to check that our procedures have been fully followed. This will enable us to identify any points that can be learned from those cases and to implement any changes to our procedures where these are necessary. In order to ensure maximum effectiveness, it is essential for all employees to give constructive feedback and make suggested amendments as appropriate to this policy. This should be in addition to the evaluation and review which will be undertaken by the management team on an ongoing basis.