

- **02.01.2020 - Policy information extracted from the October 2019 version of the LJWB Staff Handbook.**

## **PEOPLE PRINCIPLES**

LJWB is a diverse organisation and is committed to valuing its people. LJWB seeks to provide you with the opportunity for employment, training, career and personal development based on your ability, qualifications and suitability for work, as well as your potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The purpose of this policy is to communicate LJWB's commitment to equality and diversity and to describe the actions to be taken to promote and value these as an employer.

This policy applies to all members of LJWB's Board of Trustees, volunteers, committees and to its entire staff. LJWB encourages, values and manages diversity and equality.

This policy complies with specific current legislation and regulation that combats discrimination and promotes equal opportunities and diversity, which include:

- Equality Act 2010
- Equal Pay & Equality Act 2010
- Sex Discrimination Act 1975 (Amendments) & including the Gender Reassignment Regulations 1999
- Disability Discrimination Act 1995
- Employment Rights Act 1996
- Employment Act (Amendments) 2008
- Race Relations Act 1976 (Amendments) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Employment Equality (Sexual Orientation) Regulations 2003
- Care Quality Commission (CQC)
- Office for Standards in Education (OFST)

## **EQUALITY POLICY STATEMENT**

Equality (previously known as equal opportunities) is based on the legal obligation to comply with anti-discrimination legislation. Equality is about protecting individuals from minority groups of the population from being discriminated against on the grounds of their protected characteristic. Current legislation protects individuals from discrimination on the grounds of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

LJWB will:

- Seek to ensure equality of opportunity and treatment of all persons in the provision of social/welfare services and the employment of staff;
- Not discriminate unfairly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, or any reason which may not be related to job or service;
- Support staff, service users and volunteers who challenge unfair discrimination. Action against abuse may include disciplinary action.

## **DIVERSITY POLICY STATEMENT**

Diversity is about recognising the fact that all individuals are not the same. Diversity initiatives accept this fact and focus on valuing the differences that everyone can bring to the business to improve output. Thus, it is concerned with welcoming different approaches and experiences, rather than ignoring them because “we don’t do that around here”.

LJWB will:

- Monitor the composition of its workforce in terms of recruitment and selection, promotion and deployment with the workforce and exit from LJWB; taking appropriate and lawful action where necessary to enable the achievement of agreed targets;
  - Monitor the usage of disciplinary and grievance procedures and formal complaints of harassment and evaluate the data for evidence of any adverse impact on groups;
  - Ensure that all publicity materials reflect our commitment to promoting diversity;
  - Ensure that steps are taken to provide a supportive and inclusive environment in which all individuals feel valued and able to work to their potential;
  - Ensure that all service users and staff and volunteers experience fairness and equity of treatment within LJWB and are treated with dignity and respect.

## **DISCRIMINATION**

- **Direct Discrimination**

This is where people are treated less favourably than others on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (Protected characteristics)

- **Indirect Discrimination**

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a disadvantage.

- **Discrimination by Association**

This is direct discrimination against an individual because they associate with another person/group of people who possess a protected characteristic.

- **Perception Discrimination**

This is direct discrimination against an individual because others think they possess a protected characteristic.

- **Victimisation**

This is where a person is treated less favourably because they have made a complaint, given evidence or supported a complaint of discrimination under the Equality Act.

## **IMPLEMENTATION**

All staff are responsible for complying with this policy. Individuals have a responsibility in their day to-day conduct at work to fully comply with this policy and challenge where they believe the policy is not being adhered to.

This policy will be communicated to all staff and volunteers, through induction, training, supervision and team meetings and briefings.

LJWB will work to develop effective consultation with staff, service users and external community bodies, to fully assess the impact of our policies and processes and to enable the concerns of diverse groups to become integral within our planning and decision-making processes. Responsibility for leading on implementation of this policy sits with the Board of Trustees and Chief Executive although as stated above, all staff are expected to actively contribute.

## **MONITORING AND REVIEW**

Diversity and equality will be monitored through the collection and analysis of statistical data on the gender, religion, race, ethnicity, sexuality, age, disability status, of staff and job applicants. It is the policy of LJWB not only to carry out its legal obligations, but to ensure that its policies and practices are reviewed positively to aim for equality and diversity.

## **PROCEDURE FOR DEALING WITH COMPLAINTS**

Staff at all levels are required to work within these guidelines of providing equal opportunity to all. LJWB's grievance procedure will be used to deal with any complaints regarding discrimination or lack of access to opportunity. Any staff found to be acting in a discriminatory manner on any of the grounds described within this policy will be subject to LJWB's disciplinary procedures.

## **DISCRIMINATION**

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where you are put at a disadvantage for a reason related to one or more of the protected characteristics listed in our equal opportunities policy statement. Indirect discrimination occurs where you are subject to an unjustified provision, criterion or practice which puts them at a disadvantage because of, for instance, your sex or race. Discrimination also includes victimisation (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment. Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable. We recognise that personal harassment can exist in the workplace, as well as outside, and that this can

seriously affect people's working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment. LJWB will take such steps as are reasonably practical to prevent harassment from occurring.