

Equality, Diversity and Inclusion Policy

Introduction

Pudsey Community Project is committed to encouraging equality, diversity and inclusion among our workforce and eliminating unlawful discrimination. Our aim is for our staff and volunteers to feel respected and able to give their best. Pudsey Community Project is committed to creating a culture that respects and values each others' differences and promotes dignity, equality and diversity, encouraging individuals to develop and maximise their potential.

Scope

This policy and procedure applies to all employees and volunteers of Pudsey Community Project.

Principles

The policy's main aims are to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time, or voluntary;
- not unlawfully discriminate against the Equality Act 2010's protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex 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, requests for flexible working, selection for employment, promotion, training or other developmental opportunities; and
- recognise how unconscious bias can influence decision making - Unconscious biases are social stereotypes about certain groups of people that individuals form outside their own conscious awareness. Everyone holds unconscious beliefs about various social and identity groups, and these biases stem from one's tendency to organise social worlds by categorising.

The organisation commits to promoting Equality, Diversity and Inclusion by:

- treating all staff and volunteers fairly;
- encouraging equality, diversity and inclusion in the workplace as they are good practice and make good business sense;
- creating a working environment that is inclusive and is free from bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and volunteers are recognised and valued;
- making opportunities for training, development and progress available to all staff and volunteers, who will be helped and encouraged to develop to their full potential, so

their talents and resources can be fully utilised to maximise the efficiency of the organisation; and

- ensuring decisions concerning staff and volunteers are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

Definitions

- **Equality** is ensuring individuals or groups of individuals are not treated differently or less favourably, on the basis of their specific protected characteristic (outlined above). Equality enables us to create a fairer society where everyone can participate and has the opportunity to fulfil their potential.
- **Diversity** aims to recognise, respect and value people's differences to contribute and realise their full potential by promoting an inclusive culture for all staff and volunteers. It is about creating a culture and practices that recognise, respect, value and embrace difference for everyone's benefit.
- **Inclusion** refers to an individual's experience within the workplace and in wider society, and the extent to which they feel valued and included.
- **Equality, Diversity and Inclusion** are different things and they need to be progressed together. Equality of opportunity will only exist when we recognise and value difference and work together for inclusion.

Training and responsibilities

Pudsey Community Project will ensure that staff undertake appropriate training and are made aware of their rights and responsibilities under the Equality, Diversity and Inclusion Policy.

Responsibilities of Pudsey Community Project include monitoring staff conduct to help the organisation provide equal opportunities in employment, and to prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination during the course of their employment. This could be against fellow employees or members of the public.

Procedures

Pudsey Community Project takes 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 appropriate action will be taken. Details of the organisation's grievance and disciplinary policies and procedures can be obtained from the office.

Furthermore, sexual harassment may amount to both an employment rights matter and a criminal matter, such as 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.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Monitoring

Pudsey Community Project will:

- 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 and assess how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The Equality, Diversity and Inclusion Policy has the full support of the Trustees.