

Equality, Diversity and Inclusion Policy

1. Purpose
2. Definition
3. Scope
4. Policy statement
5. Practical Support for a Diverse Workforce
6. Work Life Balance
7. Redeployment and Other HR Policies
8. Review and Monitoring
9. Training
10. Communication
11. Discrimination
12. Complaints of Discrimination
13. The People Strategy and Corporate Social Responsibility
14. Responsibility
15. Policy Responsibility

1. Purpose

1. Resources is committed to promoting Equality, Diversity and Inclusion by promoting a culture within which we actively value difference and recognise that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. Our aim is to be an inclusive organisation and for our workforce to be truly representative of all sections of society, where diversity is valued, respected and built upon so that we are able to recruit and retain a diverse workforce that reflects the communities it serves. Within this framework Resources specially refers to measures it has in place to provide equality of opportunity and the facilities that it can provide to its diverse workforce and job applicants.
2. Resources also wish to comply with relevant Equality Legislation Act 2010 and Codes of Practice. This policy pursues and builds on the statutory position to establish and pursue effective policies of promoting equality.
3. Resources aims to pro-actively tackle discrimination or disadvantage and ensure no individual or group is discriminated against for any reason with regard to employment or accessing its services.
4. Resources is actively committed to unlawful discrimination of its staff, learners, subcontractors or third party agencies.
5. Our intention is to enable all of our staff to work in an environment which allows them to fulfil their potential without fear of discrimination, harassment or victimisation.
6. Resources are committed to adhering to all nine protective characteristics under equality legislation which prohibits discrimination.
7. This policy is intended to help Resources achieve its Equality & Diversity aims by clarifying the responsibilities and duties of its entire staff in respect of equal opportunities and discrimination.

2. The definition of Equality, Diversity and Discrimination

Equality can be described as breaking down barriers, eliminating discrimination and ensuring equal opportunity and access for all groups both in employment, and to goods and services; the basis of which is supported and protected by legislation.

Diversity can be described as celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for Resources.

Equality and Diversity are not inter-changeable but inter-dependant. There can be no equality of opportunity if difference is not valued and harnessed.

Discrimination occurs in different ways, some more obvious than others. Discrimination on the grounds of any of the nine Protected Characteristics is prohibited by law, even if it was unintentional.

3. Scope

1. This policy applies to direct employees of Resources, workers (engaged through, or by, an employment agency or bureau and supplied to Resources on a temporary basis), and all job applicants regarding recruitment, all learners within the remit of Resources delivery
2. Where Resources services are provided by external contractors of third parties on the basis of a specification set by us, these contractors or third parties are responsible for adhering to Resources Equality and Diversity Policy whilst providing services on our behalf.
3. This applies also to sub-contractor associates, and Resources will monitor the performance of contractors and/or third parties and take all necessary steps to ensure good performance and compliance with appropriate behaviours. However, if any issues become apparent with regards to diversity or equality in relation to any contractor or third party, these will be taken very seriously by Resources and raised in the strongest possible terms with the contractor or third party.

4. Policy statement

Resources are committed to ensuring:

1. That job applicants or existing members of staff are treated fairly in an environment which is free from any form of discrimination, on the grounds of sex, race, ethnic or national origin, caste, British Values, nationality or colour, marital and civil partnership status, disability and mental health issues, part-time employees, pregnancy and maternity, gender reassignment, sexual orientation, religion or belief, age, membership or non-membership of trade union or spent convictions.
2. All employment related policies, practices and procedures are applied impartially and objectively.
3. Equality of opportunity to all and to provide all staff and learners with the opportunity to develop and realise their full potential.
4. That Resources works towards achieving a diverse workforce at all levels and employees and learners work in an atmosphere of dignity and respect.
5. The Equality and Diversity policy provides a clear framework for translating our policy into action. It outlines the responsibilities of the directors, managers and individuals to comply and build on relevant legislation and Codes of Practice. Both management and personnel including learners are strongly committed to its full and active implementation.
6. Resources will not tolerate processes, attitudes and behaviour that amounts to discrimination, including harassment, victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping.
7. Resources recognise the importance of monitoring, reviewing and reporting on its equality and diversity policy and practice and to measure progress in meeting our policy statement.

5. Practical support for a diverse workforce

1. As an employer committed to diversity and equality, Resources recognise its success depends on creating a working environment which supports the diverse make-up of its staff with supporting policies and procedures to create a framework of assistance.
2. Resources Equality policy also sets out the process for ensuring that we take account of all equality situations which affect its staff and learners and try to minimise or remove disadvantage.

6. Work/life balance

1. Resources aim to improve the working lives of its employees by having a framework of policies such as the Statutory Right to Request Flexible Working, Special Leave to help with caring responsibilities and domestic emergencies.

7. Resources Policies

All Resources Policies are designed to promote equal opportunity and protection against discrimination for all employees.

8. Review and monitoring

1. Resources undertake monitoring above the statutory requirements to inform and improve our employment practices. If through monitoring any discrimination is identified Resources will take corrective action to eliminate it.
2. Such monitoring will be carried out using appropriate statistical analysis, and would normally deal with areas such as ethnicity, disability, gender, age etc. to ensure compliance with legislation.
3. Staff Surveys are conducted regularly in order to gain the views of all employees and includes a section on diversity and the working environment. Resources will use the information from the Staff Survey to measure its records on meeting our equality and diversity policy aims.

9. Training

1. Resources are committed to ensuring all staff and managers are trained in equality and diversity. Resources will ensure that adequate training is provided so that managers are able to operate this policy to enable them to ensure that their staff is always working within the regulatory guidelines as set out in the 2010 Equality Act. Examples include specific training on race, gender, gender identity, disability sexuality, British Values, age and religion or belief safeguarding radicalisation, extremism and LGBT etc., in accordance with any specific requirements of the law and or good practice.
2. Equality, diversity and discrimination forms an integral part of the Resources induction package for all new staff and learners. Managers are to ensure that everyone is made aware of our Equality and Diversity Policy and that the scope of our policy is embedded within the day to day working practices.

10. Communication

The Equality and Diversity policy will be distributed on the intranet and on Resources website. It will be updated annually or as and when there are any changes within legislation. This policy will be proactively communicated and promoted to all current staff and new employees.

11. Discrimination

Under the 2010 Equality Act, there are four main types of discrimination

1. Direct Discrimination

Occurs when someone directly treats a person or a group of people unfavourably on the grounds of sex, race, ethnic or national origin, caste, nationality or colour, marital and civil partnership status, disability, part-time, pregnancy and maternity, gender reassignment, sexual orientation, religion or belief, age, membership or non-membership of a trade union or spent convictions.

2. Indirect Discrimination

Occurs when a certain provision, criteria, condition or practices which on the surface may look fair and equitable when applied but can have a particular disadvantage effect on a particular group.

3. Harassment

Is defined as “unwanted conduct” and must be classified within one of the nine characteristics set out below. It must also have the purpose or effect of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Generally harassment includes bullying, threats, jokes, “banter” gossip and inappropriate questions or behaviours towards the person. Harassment can be verbal or physical.

4. Victimisation

Is when an employee suffers what the law terms a “detriment” which is something that causes a disadvantage, damage, harm or loss because the employee may have:-

- Made a complaint of discrimination
- Supported a complaint of discrimination
- Gave evidence relating to a complaint about discrimination
- Raised a grievance about equality or discrimination
- Raised any issues in line with the Equality Act 2010

There are currently nine Protective Characteristics under equality legislation which prohibits discrimination.

The chart below identifies which discrimination relates to which characteristic.

	Direct	Indirect	Harassment	Victimisation
Age	✓	✓	✓	✓
Disability	✓	✓	✓	✓
Gender Reassignment	✓	✓	✓	✓
Marriage & Civil Partnership	✓	✓	X	✓
Pregnancy & Maternity	✓	X	X	✓
Race	✓	✓	✓	✓
Religion or Belief	✓	✓	✓	✓
Sexual Orientation	✓	✓	✓	✓
Sex (gender) also includes sexual harassment	✓	✓	✓	✓

12. Complaints of Discrimination

Resources take all claims of discrimination very seriously and will take appropriate action against those concerned. Discrimination occurs when someone directly or indirectly treats a person or a group of people unfavourably on the grounds of sex, race, ethnic or national origin, caste, nationality or colour, marital and civil partnership status, disability, part-time, pregnancy and maternity, gender reassignment, sexual orientation, religion or belief, age, membership or non-membership of a trade union or spent convictions. This covers all behaviour including remarks and insinuation, both verbal and non-verbal, which cause offence.

What you should do if you encounter discrimination

1. If you believe that you have been a victim of discrimination you should follow the Employers Grievance Procedure.
2. Every member of staff has a responsibility to combat discrimination if they encounter it. Staff who observe it or are aware of any acts that they believe amount to discrimination directed at others should discuss it with the HR Manager. Any raised reports will be kept confidential as far as is practicable, however if it is found discrimination has taken place the grievance process may be implemented.

13. People strategy and Corporate Social Responsibility

Resources aim to be an employer of choice and through its strategy aims to ensure its workforce are able to make a valuable contribution to the work of Resources whilst ensuring we support our workforce's health and well-being. The HR strategy is to have a positive impact within the local communities. Resources employees may independently participate in outside independent initiatives and may provide further support, which encourage social inclusion in local communities.

14. Responsibility

Staff and learners at all levels must ensure that there is no discrimination in any of their decisions or behaviour. All individuals have a responsibility to guard against any form of discrimination and avoid any action which goes against the spirit of this policy. Whilst all staff and learners have a collective responsibility to ensure this policy is successfully implemented there are specific responsibilities within this.

Resources Directors are responsible for:

- Providing leadership on the equality and diversity strategy and policy, acting as overall champions to ensure the policy is implemented correctly.
- Communicating the strategy and policy, internally and externally
- Strategic engagement with, and accountable to the public.

Managers / supervisors at all levels are responsible for:

- Implementing the policy as part of their day-to day management of staff and in applying employment policies and practices in a fair and equitable way.
- Ensuring equality and diversity issues are addressed in performance.
- Ensuring all staff act in accordance with the equality and diversity policy providing necessary support and direction
- Effectively manage and deal promptly when investigating issues relating to potential discrimination, including those matters concerning members of general public who visit Resources;

Each employee is responsible for:

- Implementing the policy in their day to day work and their dealings with colleagues, learners and visitors.
- Ensuring their behaviour is appropriate within the policy and ensures that they treat everyone with respect and dignity and do not discriminate against any other individual, employee or service users.

Human Resources are responsible for:

- Developing employment policy and strategy on equality and diversity.
- Providing guidance to line managers and staff.
- Supporting managers in investigating issues relating to potential discrimination, including

matters concerning members of the general public who visit any Resources site.

- Monitoring employment policies and practices.
- Championing the issues, internally and externally

All Resources staff and learners must (the list below is not an exhaustive):

- Co-operate with any measure introduced to ensure equality of opportunity.
- Report any suspected discriminatory acts or practices.
- Not include or attempt to induce others to practice any form of discrimination.
- Not victimise anyone as a result of them having reported or provided evidence of discrimination;
- Not harass abuse or intimidate others.

Resources will not tolerate any behaviour from staff or learners which breaches our equality and diversity policy. Any such breaches will be regarded as misconduct except for serious offences such as discrimination on protected grounds; harassment, bullying, or victimisation and will be treated as gross misconduct and may lead to disciplinary action.

15. Policy Responsibility

Human Resources have the responsibility for ensuring the maintenance, regular review and updating of this policy and ensuring it's compliance with the current legislation requirements including the equality bill.

This policy will be reviewed annually or at such a time that an amendment is required prior to the review date.