



Leicester Mammas CIC Equality and Diversity Policy

Introduction

Leicester Mammas CIC strives for high standards both as an employer and as a provider of services. In so doing, we recognise the need for encouraging diversity and wholeheartedly support a policy of equal opportunities in all areas of our work and responsibilities.

This policy provides guidance to enable all who work with or for the Organisation to comply with anti-discrimination legislation. The policy will also address anti-discrimination issues involving areas that currently fall outside any legislation. Failure to follow the procedures in the policy may lead to disciplinary or other appropriate action.

The Organisation's aims and objectives will be achieved through action planning, effective monitoring and a willingness to tackle problems where they arise. The Organisation is committed to reviewing this policy on an annual basis. Through our training, publications, interaction with members and other activities, the Organisation will ensure those we work with know our statements of policy.

The Organisation will regularly review the implementation of its Equality and Diversity Policy and strategy. Where evidence is found of ineffectiveness, immediate remedial action will be taken to ensure implementation.

The Organisation urges staff, volunteers and clients to be aware of the less obvious types of discrimination which result from general assumptions and pre-conceptions about the capabilities, interests and characteristics of individuals.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. Not unlawfully discriminate because of the Equality Act 2010 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
- sexual orientation

3. 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

Definitions

Equal Opportunities ensures that policies, procedures and practice within the Organisation do not discriminate against its employees, volunteers and stakeholders. It is about treating people fairly and equally regardless of whom they are, their background or their lifestyle.

Diversity ensures that all people are valued as individuals and are able to maximise their potential and contribution to the Organisation and to the community. It recognises that people from different backgrounds can bring fresh ideas and a different approach, which can make the way we work and learn more fun, more creative, more efficient and more innovative.

Direct Discrimination, as defined in law, occurs when an individual is dealt with less favourably than other people on the grounds of race, ethnic or national origin, disability, sex, actual or perceived religion or belief or sexual orientation.

However, in terms of this policy the definition is taken to be wider and includes, for example, colour, nationality, marital status or caring responsibility, age, mental health, political, class, HIV status, employment status, unrelated criminal convictions, union activities.

Indirect Discrimination occurs when a provision, criterion or practice puts people of a particular group at a disadvantage and is not justified in relation to the job, for example a rule about clothing that disproportionately disadvantages a racial group cannot be justified.



Victimisation means that if a person has made or is making an accusation of discrimination in good faith, it is unlawful to discriminate against them for having done so, or because they intend to do so or it is suspected that they intend to do so. People must be able to act against unlawful discrimination without fear of reprisals.

Harassment means unwanted conduct based on race, sex or age etc. which has the purpose or effect of violating the dignity of a person or creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Harassment can be sexual, racial, directed against people with disabilities or indeed related to any characteristic exhibited by the individual. (See the Organisation's Harassment Policy for guidance where harassment has occurred).

Positive Action refers to measures taken to assist employees, or learners who have been under-represented in specific areas, to reach a level of workplace knowledge and competencies that is comparable with 'representative' employees. These measures could take the form of additional training or providing the job application form in other languages to encourage applicants from these communities. 'Positive discrimination' at the point of selection for work is not permissible.

Policy Statements

Diversity

The Organisation will actively encourage diversity to maximise achievement, creativity and good practice and to bring benefit to individuals and communities. The Organisation encourages all people it works with, and for, to contribute to an environment in which people feel comfortable expressing how they feel and what they need, knowing they will be treated with respect and that their contribution will be valued.

The way we work, train and learn within the Organisation reflects both the Mission and Objectives of the Organisation and the spirit and intentions of legislation that outlaw's discrimination and promotes equality and diversity.

The Organisation will make reasonable adjustments to working practices, equipment and premises and offer, where appropriate, additional support to staff and volunteers to ensure they are able to take a full and active part in the Organisation's work.

The Organisation will endeavor to deliver services in a way that genuinely recognises the importance of an inclusive society that brings opportunities and access, not barriers to individuals.

Equal Opportunities

The Organisation is an equal opportunities Community Interest Company and provider of services. No job applicant, employee, volunteer, member or service user should receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin; sex; marital status or caring responsibility; sexual orientation; age; physical, sensory or learning disability; mental health; political or religious beliefs; class; HIV status; employment status; unrelated criminal convictions; union activities. Nor will such person's sex, disability, race, marital or civil partnership status, sexual orientation, religion, colour, nationality or ethnic or national origin, age, trade union membership or non-membership, be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

This principle applies to all aspects of the Organisation's activities as an employer and provider of services, including recruitment, promotion, transfer, training, benefits, facilities, procedures and all terms and conditions of employment.

Aims and Objectives

The aims and objectives of the Equality and Diversity Policy are:

To encourage, promote and celebrate diversity in all our activities and services

To ensure equal access to jobs, volunteer opportunities

To ensure compliance with legislation on discrimination and equality including Equality Act 2010, Equal Pay Act 1970, Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Rights Act 1996, Race Relations (Amendment) Act 2000, Employment Act 2002, Race Relations Act 1976 (Amendment) Regulations 2003, Religion or Belief Regulations 2003, Sexual Orientation Regulations 2003 and Employment Equality (Age) Regulations 2006.

To promote equal opportunities in other areas not currently covered by legislation.

To create environments free from harassment and discrimination.

To maximise the use of resources in the best interests of staff, volunteers and service users.

To confront and challenge discrimination where and whenever it arises, whether it be between colleagues, or in any other area relating to the Organisation's work.

To make a willingness to accept and implement this policy to be a necessary qualification for any position in the Organisation.

To ensure, through positive action and so far, as is practicable, that all the Organisation premises and services are accessible to all people.

To ensure that employment and advancement within the Organisation is determined by objective criteria and personal merit.

Policy Implementation: Expectations

The Organisation recognises that passive policies do not provide equality and encourage diversity in employment/training/services. The Organisation will seek to promote equality and diversity within the following framework of responsibilities.

Responsibility for implementing and developing the policy rests with the Committee. The overall coordinating responsibility for equal opportunities and management of diversity is delegated to the Project Lead.



However, the Organisation believes that all who work with or for the Organisation have an individual responsibility: to accept the policy and ensure a personal involvement in its application; to co-operate actively to ensure that the environment we desire is a reality. Therefore, the Organisation requires individuals:

To implement measures introduced by the Organisation to ensure equality of opportunity, diversity and non-discrimination.

Not to harass, abuse or intimidate any other participant on the grounds of race, colour, nationality, ethnic or national origin; sex; marital or civil partnership status or caring responsibility; sexual orientation; age; physical, sensory or learning disability; mental health; political or religious beliefs; class; HIV status; employment status; unrelated criminal convictions; union activities.

To inform the Committee if they suspect discrimination is taking place.

All members of the organization will endeavor to ensure that the highest standards of Equality Opportunities practice are observed in the delivery of the Organisation's services and to undertake training and development opportunities to ensure that competence is maintained.

To collate and discuss relevant organisational information and make recommendations to the Project Lead.

To seek the views and opinions of volunteers, customers and clients on the operation of the policy when acting on behalf of the Organisation, in particular to meet the diverse needs of the users.

To facilitate training and discussion on Equal Opportunities and Diversity issues as appropriate.

The Committee will:

Ensure that the Equality and Diversity Policy and associated documents are reviewed on an annual basis.

Review and approve policies, procedures and practices that impact on equal opportunities and diversity practice.

Co-ordinate the delivery of an equality and diversity strategy and action plan.

Policy Implementation: Recruitment and Promotion

The Organisation strives to ensure that our committee, staff and volunteers reflect the wider community.

Clear and accurate information on vacant posts should be available through advertisement, job descriptions, person specifications and interview. Vacancies should

be advertised sufficiently widely to reach the widest possible range of candidates, either internal and/or external.

All recruitment material should not imply any preferred group, unless a genuine occupational qualification exists limiting a post to a particular group. Applicants will be informed, through all recruitment material of the Organisation's commitment to Equal Opportunities and Diversity.

Person specifications may include 'essential' and 'desirable' requirements that are necessary and justifiable. Care, and advice where necessary, is needed to ensure these are not discriminatory.

Staff and volunteers should be encouraged to discuss their development and training needs through a process of regular support and annual appraisals.

Job titles that are discriminatory must be avoided.

Policy Implementation: Training

In line with the intentions of this policy, the Organisation will not discriminate in the provision of training courses/ opportunities wherever possible. Appropriate training will be provided to enable staff, volunteers and committee members to perform their jobs effectively. The training offered will take into account the needs of all people.

Policy Enforcement – Grievances

The purpose of the grievance procedure is to ensure all those acting for the organisation have an opportunity to raise any concern or complaint arising from their role within Wesley Hall Mammias, and that the matter is dealt with swiftly and thoroughly. The procedure is designed to establish the facts and deal consistently with grievances.

At any stage during the procedure, support may be provided by one person of the complainant's choosing.

Raising a grievance will not be prejudicial to the complainant in her role within Leicester Mammias.

The Procedure –

Stage 1 – Informal Resolution

Grievances should first be raised informally with the persons concerned. All parties should seek to resolve the issue at this stage. If this is not possible, or the parties concerned are dissatisfied with the outcome, the procedure at Stage 2 should be followed.

Stage 2 – Formal Grievance Notification

A formal grievance notification in writing, giving sufficient information to allow a decision to be made, should be addressed to the Chair of the Committee. A response will be made within fourteen days of receipt. If further time is necessary, a reply detailing reasons for the delay will be given. If the matter is not resolved to the satisfaction of all concerned, the procedure at Stage 3 should be followed.

Stage 3 – Final appeal



A written appeal to the Chair of the committee should be made, and the grievance referred to the next full committee meeting. Representation may be made in person if this is desired, and the complainant may have a supporting person of her choice accompanying her. The committee's decision will be final and will be given to her in writing within seven days of the meeting.

Policy Enforcement - Disciplinary Procedure

Any volunteer or member of the committee, found to be in breach of this policy will be counselled on her actions and may, where necessary, be removed from the Organisation's volunteer register.

Any service user found in breach of this policy will, where appropriate, be counselled on his/her actions and may, where necessary, be referred back to their Organisation or refused future services from the Organisation.

Monitoring

The Organisation regards the collection/analysis of data as vital in informing change and improving performance. Where appropriate, statistics on the Organisation's services will be collected and analysed in relation to equality and diversity matters.

In order to determine the impact of this policy it is important that a monitoring system be developed which will measure commitment, progress and effectiveness. The Diversity and Equality Policy will be monitored and reviewed on an ongoing basis by the Committee.

The Committee will undertake an annual policy review. All relevant parties will be encouraged to submit comments for consideration.

Where it appears that there may have been or there is a breach of the policy, the Project Lead will investigate the circumstances and action will be taken to counter any proven breach of policy.

If it is found that the policy is excluding or discouraging the development of staff or volunteers or restricting service users, the Committee should take positive action to re-adjust the policy.

Approved by Leicester Mammas Directors

Signed: Robina Hussain - Secretary

Signed: S J Etheridge – Director/Programme Lead

Date: 16th March 2023

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