

Complicité: Equality, Diversity & Inclusion Policy

The policy outlines Complicité's commitment to encouraging equality, diversity and inclusion among its 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.

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

This policy will be reviewed on an on-going basis and amended in line with new developments in Equality and Diversity best practice.

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:
 - (a) age
 - (b) disability
 - (c) race (including colour, nationality, and ethnic or national origin)
 - (d) sex
 - (e) religion or belief
 - (f) gender reassignment
 - (g) marriage and civil partnership
 - (h) sexual orientation
 - (i) pregnancy and maternity
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - (a) pay and benefits
 - (b) terms and conditions of employment
 - (c) dealing with grievances and discipline
 - (d) dismissal
 - (e) redundancy
 - (f) leave for parents
 - (g) requests for flexible working
 - (h) selection for employment, promotion, training or other developmental opportunities

The policy applies across the range of employment policies and practice, including those relating to Discipline, Grievance, Dignity at Work and Complaints.

Responsibilities

Complicité values its staff, contractors, workers and trustees and expects them to be treated in a respectful manner. Accordingly, all have a responsibility to treat others with dignity and respect.

Across its activities, Complicité commits to:

- Promote equality of opportunity
- Celebrate and value diversity
- Eliminate unlawful direct and indirect discrimination

Complicité will provide equality of opportunity and equal treatment as an integral part of good practice. The organisation is committed to a working environment in which the contribution and needs of everyone are fully valued and recognised. We will support our staff, workers, trustees and contractors in not tolerating any inappropriate, violent or abusive behaviour from colleagues, other organisations or customers.

General purpose

Complicité practices will ensure that staff, workers, trustees, and customers will not be discriminated against on any grounds including age, disability, race, sex, religion or cultural beliefs, gender reassignment, marital status and civil partnership, sexual orientation, pregnancy and maternity.

Complicité's commitment to anti-discriminatory practice relates to all kinds of discrimination, as set out below:

- Direct discrimination - where someone is treated less favourably than another because they have a protected characteristic
- Indirect discrimination – when a requirement or a condition is applied which has a detrimental effect on a particular group or individual. This applies even if there was not a deliberate intention to discriminate.
- Associative discrimination – direct discrimination against someone because they associate with another person who has a protected characteristic.
- Perceptive discrimination - direct discrimination against someone because others think they have a protected characteristic even if they do not possess that characteristic.
- Harassment – unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. This applies even if the conduct is not directed at the individual or if they do not have the protected characteristic.
- Third party harassment – potential liability for the harassment of staff by others such as clients or customers.

- Victimisation – when someone is treated badly because they have made or supported a complaint under the Equalities Act or it is thought that they have done so.

Employment Practices

Complicité commits to promoting equality and diversity as an employer and to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable in the context of the policy. Selection, recruitment, training, promotion and employment practices will be subject to regular review to ensure that they comply with this Equality, Diversity and Inclusion Policy. All training opportunities will be published widely to all appropriate employees and not in such a way so as to exclude particular groups. Complicité regards discrimination, abuse, harassment, victimisation or bullying of staff, customers or others in the course of work as disciplinary offences that could be regarded as gross misconduct.

Legislation

We will take all reasonable steps to ensure that we and our staff do not unlawfully discriminate under:

- (a) the Rehabilitation of Offenders Act 1974;
- (b) the Employment Rights Act 1996;
- (c) the Human Rights Act 1998;
- (d) the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
- (e) the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002;
- (f) the Civil Partnerships, Marriages and Deaths Act 2019;
- (g) the Work and Families Act 2006;
- (h) the Equality Act 2010;
- (i) Equality & Human Rights Commission Statutory Code of Practice on Employment
- (j) any other relevant legislation in force from time to time relating to discrimination in employment and the provision of goods, facilities or services.

Equal Opportunities Policy Implementation:

Complicité is committed to promotion of equal opportunities in all aspects of our work including management, employment practices with both paid workers and volunteers, access to services and service provision.

- i) The Trustee board shall ensure that it acts in such a way that no individual or group referred to in this policy is discriminated against, in particular:

- by making arrangements to accommodate the needs of the Trustee Board and volunteers including travel and care costs;
 - by providing information in a way that is accessible, for example, large print, community languages etc.;
 - by meeting in premises with facilities which are physically accessible to those participating;
 - by making training in discrimination awareness and equality, diversity and inclusion available to all members of the Trustee Board, paid workers and volunteers.
- ii) The recruitment of paid workers and volunteers shall be undertaken in accordance with this policy, in particular:
- by ensuring that posts are advertised in such a way as to encourage applications from groups experiencing discrimination;
 - by preparing job descriptions which clearly set out what the worker is to do, and person specifications which recognise that relevant experience can be as valuable as qualifications or previous paid employment;
 - by ensuring that in all selection procedures only factors relevant to the requirements of the post are taken into account, and that the spirit of the policy statement is adhered to;
 - a copy of this policy is to be sent to prospective applicants for all posts.
- iii) The employment of paid workers and volunteers shall be undertaken in accordance with this policy, in particular:
- by providing training relevant to the needs of staff and designed to enable them to carry out their jobs;
 - by ensuring that any staff member who, in the course of their work, displays attitudes contrary to this policy to any person whether by word, behaviour or other manner shall be liable to disciplinary action;
 - by recognising and responding to the individual needs of staff, especially those who are carers or who have disabilities, and ensuring that, within available resources, the necessary support is provided to enable them to work effectively.

Dealing with third parties

Complicité will not unlawfully discriminate in dealings with third parties.

Review

The Trustee Board shall monitor and evaluate the effectiveness of this policy in achieving the stated aims on an annual basis.

Complaints and Sanctions

Complicité will treat seriously any complaints of unlawful discrimination on any of the stated grounds made by employees, volunteers, Trustees, clients or other third parties and will take action where appropriate.

All complaints made by external parties will be investigated in accordance with Complicité's Complaints Procedure and the complainant will be informed of the outcome.

In the event of an investigation concerning a complaint against an employee, Complicité's Grievance Policy and Procedures will be followed and any action necessary dealt with under Complicité's Disciplinary Procedure.

Complaints will be monitored annually and any outcomes/action recorded.

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