

37 Portland Road, Hove, East Sussex BN3 5DQ

T: 01273 933885

E: info@offthefence.org.uk

W: offthefence.org.uk



Mayor's Charity 2019-20-21-22



Equality, Diversity and Inclusion Policy

Equality, diversity and inclusion (EDI) within OTF is led by our charity values and vision statement, and aims to create a working environment free of bullying, harassment and unlawful discrimination.

Definitions:

Equality: ensuring people are not treated less favourably or unjustifiably than someone else. Specifically on the basis of one or more protected characteristics defined by the Equality Act 2010.

Diversity: recognizing and valuing the benefits of different perspectives, backgrounds and experiences.

Inclusion: accepting people with diverse perspectives, backgrounds and experiences.

Statement:

OTF is committed to encouraging equality, diversity and inclusion among our workforce and to eliminate unlawful discrimination. OTF employees, trustees and volunteers, in key roles, have an occupational requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010 which reflects the OTF ethos as a charity that is motivated by our faith.

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, whether physical or neurological. that has an adverse effect on a person's ability to carry out normal day-to-day activities
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (Including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex discrimination
 - sexual orientation, towards persons of same sex, persons of opposite sex or to either sex
3. Oppose and avoid all forms of unlawful discrimination. This includes:
 - equal pay, ie an individual has the right to the same contractual pay and benefits as a person of the opposite sex in the same employment, where the individual is doing:
 - similar work
 - work rated as equivalent under an analytical job evaluation study or work proven to be of equal value
4. Definitions of types of discrimination:

Direct discrimination occurs where someone is treated less favourably than another person of a protected characteristic.

Indirect discrimination is when there's a **practice, policy or rule** which applies to everyone in the same way, but it has a worse effect on some people than others.

Associative discrimination occurs when someone is discriminated against because they associate with another person of a protected characteristic.

37 Portland Road, Hove, East Sussex BN3 5DQ

T: 01273 933885

E: info@offthefence.org.uk

W: offthefence.org.uk



Mayor's Charity 2019-20-21-22



Discrimination by perception occurs because of a perceived protected characteristic.

Harassment is unwanted conduct related to a protected characteristic.

Victimisation is when an employee is treated less favourably because they have or have supported someone with a protected characteristic.

Unconscious bias occurs when people favour others who look like them and/or share their values.

Application:

This policy applies to all conduct in the OTF workplace and also to conduct outside of the workplace that is related to OTF. The existence of an EDI policy cannot, by itself, prevent unjustified discrimination, therefore OTF will commit to:

- treating all people, regardless of their background, beliefs or gender with dignity and respect including but not limited to, staff, trustees, volunteers, clients, contractors and visitors
- actively promoting our services to a wide range of clients from diverse backgrounds
- ensuring our services take a client-centered approach and diversity considerations will be incorporated into process and delivery to ensure that our services are accessible to all
- ensuring all staff, trustees, volunteers and clients use appropriately inclusive language and behaviour that protects the dignity of all our service users
- ensuring the promotion of recruitment and job-role selection is transparent, merit based and fair
- taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, trustees, volunteers, clients, contractors, visitors and others during OTF's work activities
- ensuring no employee will be treated less favourably than any other on any grounds other than their ability or potential to perform their roles satisfactorily
- reviewing employment practices and procedures when necessary to ensure fairness, and also updating them and the policy to take account of changes in the law

OTF recognizes that it is the responsibility of the Board of Trustees to ensure that this policy is effectively implemented.

Training:

- all staff will have access to training and development including induction training to ensure that this policy is understood and implemented. This includes EDI online, in-house and external training where necessary
- OTF will make opportunity for training, development and progress available to all staff in order to develop their full potential and talents

Signed by Chair of Trustees..... Date:.....