



BRATHAY TRUST

EQUALITY AND DIVERSITY POLICY

POLICY & MANAGEMENT GUIDELINES

DOCUMENT MANAGEMENT RECORD

EQUALITY AND DIVERSITY POLICY & MANAGEMENT GUIDELINES

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POLICY STATEMENT

At Brathay we strive to demonstrate the organisation's values (inspire, share, support, and achieve) at all times. Our people and culture strategy (see Appendix for link to our Strategic Plan), states: 'We strive to create a working environment that is vibrant, innovative and results focused where people feel valued and supported'. This is at the heart of how we work in an equal and diverse manner.

This policy relates to staff and other key stakeholders. Whilst it is written with staff in mind, we also expect our clients, partners, suppliers and sub contactors to abide by the principles and requirements contained within this document.

Brathay Trust is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society, especially the communities within which we work, and that each employee feels respected and able to give of their best within a culture that values meritocracy, openness, fairness and transparency.

To that end, the purpose of this policy is to provide equality and fairness for all our staff and not to discriminate on grounds of age, disability, gender re-assignment, marriage/civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We oppose all forms of unlawful and unfair discrimination and do not discriminate because of any other unrelated factor.

Specifically, Brathay is committed to complying with the Equality Act 2010 in terms of discrimination, harassment, and victimisation.

All staff, whether part-time, full-time, temporary, or sessional, will be treated fairly and with respect in line with the desired behaviours inherent in our people and culture strategy. Selection for employment, promotion, training or any other benefit is on the basis of aptitude and ability. All employees are helped and encouraged to develop their full potential and the talents and resources of the workforce are fully utilised to maximise the efficiency of the organisation.

All staff are responsible for the promotion and advancement of this policy. Behaviour, actions or words that transgress the policy are not tolerated and are dealt with under Brathay's disciplinary procedures, as appropriate.

Staff who believe they have not been treated fairly should use Brathay's grievance procedure.

Brathay's commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- All staff are entitled to a working environment that promotes dignity and respect to all: no form of intimidation, bullying or harassment is tolerated
- Training, development and progression opportunities are available to all employees
- Equality in the workplace is good management practice and makes sound business sense
- We review all our employment practices and procedures on a regular basis to ensure fairness
- Breaches of our Equality & Diversity policy are regarded as misconduct and could lead to disciplinary proceedings
- This policy is fully supported by the Executive Team
- The policy is monitored annually and reviewed every three years by the Trustees

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PROCEDURES

1. Recruitment and Selection

Please refer to Brathay's Recruitment and Selection Policy

Specifically, we:

- Encourage more people to apply for posts by considering part-time working
- Advertise widely to attract a diverse workforce (Brathay web site, Job Centre Plus, local and national media (where appropriate), using social media, as appropriate)
- Monitor recruitment data and publish internally
- Maintain confidentiality
- Offer work experience opportunities/mentoring for students
- Work with community groups

2. Remuneration and Benefits

Please refer to Brathay's Remuneration & Benefits Policy

Specifically, we:

- Aim to be fair, transparent and consistent: wherever possible, each of our jobs is matched to the relevant rank and job family of an external salary survey, and a salary range given for each job.
- Offer flexible working to all staff, not just to those who are eligible by law.

3. Learning & Development

Please refer to Brathay's Learning & Development Policy.

Equality and diversity training for all staff is included in Brathay's induction process. Any further training needs relating to equality and diversity are identified and scheduled in to individual Personal Development Plans (eg, Recruitment & Selection training for new managers)

Thereafter, there is scope to discuss equality and diversity issues via the 121 process.

Specifically, we:

- Explain Brathay's culture and approach to equality and diversity and why it is important
- Explain the relevant law and what this means in practice
- Explain the roles and responsibilities of staff in making the policy work
- Explain our policy for dealing with bullying and harassment (see below)
- Provide written/electronic materials to underpin the training
- Provide specialist guidance via training workshops for staff with responsibility for recruitment and selection, appraisals etc.
- Explain how staff can raise their concerns (see below)
- Explain our approach to dealing with potential breaches of the equality and diversity policy

4. Bullying and Harassment

Please refer to Brathay's Bullying and Harassment Policy.

Brathay is committed to taking all reasonably practical steps to ensure that bullying and harassment does not occur in the workplace.

Specifically, we:

- Foster a culture of mutual respect and confidence amongst all staff via our induction, training and on-going appraisal and learning and development processes
- Have disciplinary and grievance policies and processes to investigate all claims of bullying and harassment in a fair and consistent manner. Physical violence or bullying, and unlawful discrimination or harassment, both carry the gross misconduct penalty under Brathay's disciplinary policy.
- Provide support for those who are victims of bullying and harassment at work, including the

provision of a confidential Employee Assistance Programme.

5. Disciplinary

Please refer to Brathay's Disciplinary Policy

An overview of our Disciplinary Policy is included in the Staff Handbook, which is issued before commencing employment. Further details are given to staff during their induction. We follow ACAS procedures.

Specifically, the following both carry the gross misconduct penalty:

- Physical violence or bullying, and
- Unlawful discrimination or harassment

6. Grievance

Please refer to Brathay's Grievance Policy

An overview of our Grievance Policy is included in the Staff Handbook, which is issued before commencing employment. Further details are given to staff during their induction. We follow ACAS procedures.

Specifically we:

- Encourage staff to discuss issues at the earliest opportunity.

7. Monitoring and review

Please refer to Brathay's Recruitment & Selection Policy

We are committed to monitoring equal opportunities, and take appropriate action to identify any anomalies.

Specifically, we:

- Collate equality and diversity data after each recruitment campaign, reporting (by exception) any adverse trend(s) to the Executive Team
- Produce quarterly statistics on ethnicity
- Report grievances monthly via the Board Report, which is read by the Trustees.
- Review the policy on a regular basis
- Engage staff on equality and diversity issues via our appraisal process (objective-setting and one-to-one meetings), where we discuss and give feedback on desired behaviours

TRAINING

All staff receive an equality and diversity induction. Any issues requiring follow up are identified via Brathay's induction process.

Thereafter, equality and diversity issues are discussed via the appraisal process (121 meetings, appraisals etc.), with refresher sessions for all staff carried out regularly.

RESPONSIBILITIES

Trustees

Responsible for:

- Overall responsibility for the policy, ensuring compliance with the relevant statute(s).
- Treating people with dignity and respect, and ensuring fairness towards people of all ages, colleagues, and members of the community.

Chief Executive

- Overall responsibility for Brathay's Equality & Diversity Policy and Procedures and ensuring that the policy is followed.
- Treating people with dignity and respect, and ensuring fairness towards people of all ages, colleagues, and members of the community.

Executive Team

Responsible for:

- Treating people with dignity and respect, and ensuring fairness towards people of all ages, colleagues, and members of the community.
- Development and maintenance of such procedures as are necessary to ensure communication and implementation of the policy
- Taking ownership and responsibility for the policy
- Ensuring that mainstream business communications reinforce the inclusive messages and become mainstreamed into day-to-day processes.
- Ensuring that communication imagery and graphics are inclusive, and reflect and reinforce the policy
- Ensuring policy reviewed on a regular basis
- Reporting to Trustees

Management

Responsible for:

- Treating people with dignity and respect, and ensuring fairness towards people of all ages, colleagues, and members of the community.
- Monitoring desired behaviours via regular 121 meetings
- Using inductions, team, and individual meetings to raise awareness of equality and diversity matters
- Dealing with any concerns as soon as they arise, liaising with the HR Manager as appropriate
- Reporting to the Executive Team

Individual Responsibility (including workers and contractors)

Responsible for:

- Compliance with legislation and procedures: working towards the elimination of all forms of discrimination and disadvantage by creating an inclusive working environment and challenging equality issues that arise in the workplace.
- Taking responsibility for personal behaviour and learning
- Treating people with dignity and respect, and ensuring fairness towards people of all ages, colleagues, and members of the community.
- Reporting to management, as appropriate

APPENDIX 1

Other relevant policies and procedures:

- Recruitment & Selection
 - Remuneration & Benefits
 - Learning & Development
 - Bullying & Harassment
 - Disciplinary
 - Grievance
-
- Brathay's strategic plan 2015-2019 (via intranet)