



Equality & Diversity Policy

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1. Purpose

This policy outlines the organisations approach to equality and diversity.

2. Audience

This policy is intended for all members of the workforce, service users and stakeholders.

3. Definitions

For the purposes of this policy, the following definitions apply:

3.1 The Organisation

For the purposes of this policy 'the organisation' refers to Survivors West Yorkshire.

4. Related Documents

- Recruitment and selection policy
- Complaints policy
- Data monitoring procedure

5. Statement of Intent

The organisation is committed to the fair treatment of the workforce and service users, regardless of:

- race
- religion
- nationality
- ethnicity
- political beliefs
- gender
- sexual orientation
- age
- disability (including mental illness)
- health status
- pregnancy/adoption
- marital status
- responsibility for/relationship to dependants
- appearance
- geographical location
- social class
- income level
- work pattern/contract type
- criminal record

The organisation aims to create a culture that respects and values each other's differences and similarities, and we consider diversity to mean celebrating difference and valuing everyone. The workforce must declare their support for the objectives of this Equality and Diversity Policy. Failure to do so or breach of this policy may result in disciplinary action. This may be documented in the declaration form in [Appendix A](#).

6. Discrimination

Discrimination in any form is unacceptable, regardless of whether there was any intention to discriminate or not. See [Appendix B](#) for examples.

7. Learning and Development

All members of the workforce will have access to learning and development opportunities to enable them to develop in line with the organisations aims and objectives.

8. Promotion of Equality and Diversity

The organisation will promote equality and diversity in its communications and work with other agencies or individuals. This includes consideration about the environment, imagery used and promotional material.

Workforce training may be arranged to support the implementation of this policy. This may include training about unconscious bias.

9. Recruitment and Selection

The organisation is committed to undertaking recruitment and selection to uphold equality of opportunity and this policy. To enable this, members of the workforce involved in the recruitment process shall follow the organisations recruitment and selection policy.

10. During Employment

The benefits, terms and conditions of employment and facilities available to the workforce will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

11. The Board of Trustees

The Board of Trustees should aim to reflect a fair balance and representation of the survivor community and should endeavour to address any imbalance of under-represented groups.

12. Service User Input

The organisation will seek service user input and feedback about the delivery process and promotion of the service in relation to equality and diversity. This may include focus groups and service user questionnaires.

13. Monitoring

The organisation will use data collection to identify workforce diversity and how this meets the aims and commitments set out in this policy. Monitoring will also consider what updates may be required to address any issues.

The organisation will use data collection to identify service user diversity and inform service provision/accessibility.

14. Reporting Concerns

Concerns in relation to equality issues should be reported to the organisation in accordance with the organisation's complaints or grievance procedure.

15. Appendix A: Declaration

EQUALITY AND DIVERSITY DECLARATION:

I have read and understood the organisations Equality and Diversity Policy and agree to work to the expected standards.

Regardless of my background and circumstances, I agree to treat all colleagues and visitors with respect and dignity while carrying out the duties and responsibilities of my role.

Signature.....

Date.....

Print
Name.....

PLEASE RETURN TO OPERATIONS ADMINISTRATION OFFICER

16. Appendix B: Guidance on Discrimination

The organisation believes that discrimination can take one or more of the forms set out below:

Direct discrimination is treating one person less favourably than another in the same or similar circumstances or segregating them from others solely because they are, for example, a lesbian, a gay man or because they have a disability or illness. Refusing to employ someone who has the required skills because they are deaf or because they are pregnant would constitute such discrimination.

Indirect discrimination occurs where there is a requirement or condition which applies equally to everyone but which, in practice, has an adverse impact on a particular group and cannot be justified. For example, an unnecessary physical or age requirement can discriminate against women or disabled people. The setting of language tests, where language skills or fluency are not really needed for a job, is another example.

Abuse and/or harassment – Discrimination also covers actions which amount to abuse and/or harassment of people or groups of people because for example they are a member of a national, racial or ethnic minority group, a woman, a lesbian, a gay man or have a disability or illness.

Victimisation occurs when a person is treated less favourably or is discriminated against because she/he has pursued or intends to pursue their rights in respect of alleged discrimination.

Institutional racism (Macpherson Report, 1999)

The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen in the processes or attitudes and behaviour, which amount to discrimination, to unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages minority ethnic people.

Racist incident (Macpherson Report, 1999)

Any incident which is perceived to be racist by the victim or any other person. If the victim doesn't want to complain, another person may do so.