
Diversity & Equality Policy



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|---|---|
| Diversity & Equality Policy | 1 |
| 1. Introduction | 2 |
| 2. Policy Statement | 3 |
| 3. Equal Opportunities In Employment | 4 |
| 4. Dignity At Work | 4 |
| 5. Customers, Suppliers & Other People Not employed By B3 | 4 |
| 6. Learning & Development | 4 |
| 7. Your Responsibilities | 5 |
| 8. Grievances | 5 |
| 9. Monitoring And Review | 5 |

Diversity & Equality Policy

1. Introduction

- 1.1. The aim of this policy is to communicate the commitment of the Board of Trustees, Service Manager, staff, B3 members and BSAFE volunteers to the promotion of equality of opportunity in B3.
- 1.2. Throughout this document, the term 'staff' applies to permanent, temporary, sessional and volunteer workers.
- 1.3. It is our policy to ensure that existing members of staff, job applicants, volunteers and service users are treated fairly in an environment which is free from any form of discrimination. We also uphold the nine protected characteristics as outlined by the Equality Act 2010 which are:
 - 1.3.1. Age
 - 1.3.2. Disability
 - 1.3.3. Gender reassignment
 - 1.3.4. Marriage and civil partnerships
 - 1.3.5. Pregnancy and Maternity
 - 1.3.6. Race
 - 1.3.7. Religion and belief
 - 1.3.8. Sex
 - 1.3.9. Sexual Orientation
- 1.4. In addition, existing members of staff, job applicants, or volunteers are treated fairly in an environment which is free from any form of discrimination with regard to: caring responsibilities, part-time employment, membership or non-membership of a trade union or spent convictions.
 - 1.4.1. All employment-related policies, practices and procedures are applied impartially and objectively.
 - 1.4.2. Equality of opportunity to all and to provide staff with the opportunity to develop and realise their full potential.
 - 1.4.3. That B3 works towards achieving a diverse workforce at all levels.
 - 1.4.4. That employees and volunteers of B3 can work in an atmosphere of dignity and respect and this dignity and respect is extended to our service users.
- 1.5. We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our diversity and equal opportunities policy will help all those who work and

volunteer for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

2. Policy Statement

- 2.1. This policy reflects our belief that diversity will enable us to achieve excellence. We will do this by valuing and respecting the diversity and individual differences of the service users we support and the people who work and volunteer for us.
- 2.2. B3 is committed to ensuring that the services we provide are relevant to all sections of society and that our workforce represents the people we serve. We are actively committed to encouraging and promoting the richness of the communities in which we work.
- 2.3. Valuing diversity means integrating it into everything we do, so that it becomes a fundamental part of our culture, our values and our beliefs and is reflected in all our practices, policies and services. We aim to achieve an environment where human differences can be explored and esteemed and in which everyone: staff, volunteers and those using our services, is able to reach their full potential. In this way we will achieve a successful mix of experiences, perspectives and skills that will open up constructive new possibilities for our service users and enhance B3's service opportunities.
- 2.4. We recognise the strategic importance of achieving a diverse workforce and undertake to recruit, develop and retain the most talented and committed people. We can achieve this by valuing the varied skills and experiences they bring to B3, by combating prejudice, harassment and discrimination at work and by encouraging an honest and open culture which respects the differences between us.
- 2.5. We recognise that those using our services often face discrimination and may be marginalised, excluded and demonised because of their difficulties. We therefore acknowledge our responsibility not only to deliver anti-discriminatory and non-judgemental services, but also to campaign to make a real difference to those whose lives are affected by substance misuse or problem drinking.
- 2.6. Everyone associated with B3 has responsibility for the promotion and advancement of this approach. Therefore this policy applies to trustees, employees and volunteers and also to our service users, suppliers and the contractors that we use, in whatever capacity. Where behaviour, words or actions fall short of what is acceptable, we will take action that could result in termination of employment, voluntary position or withdrawal of services.
- 2.7. Objectives in respect of fair and inclusive practice will be included in all key work objectives and individual personal development plans and will be integral to performance reviews and performance pay.
- 2.8. Each year we will involve our service users and stakeholders, the Board of Trustees, the management team, together with our full complement of staff and volunteers, in assessing B3's progress towards achieving these policy objectives and developing action plans to make improvements.

3. Equal Opportunities In Employment

- 3.1. B3 will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.
- 3.2. Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.
- 3.3. B3 will consider any possible indirect discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if B3 considers it has good reasons, unrelated to any protected characteristic, for doing so. B3 will comply with its obligations in relation to statutory requests for contract variations. B3 will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.
- 3.4. B3 will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.
- 3.5. B3 cannot lawfully discriminate in the selection of employees or volunteers for recruitment or promotion, but B3 may use appropriate lawful methods, including lawful positive action, to address the under-representation of any group that B3 identifies as being under-represented in particular types of job.

4. Dignity At Work

- 4.1. B3 has a separate Dignity At Work Policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

5. Customers, Suppliers & Other People Not employed By B3

- 5.1. B3 will not discriminate unlawfully against service users using or seeking to use goods, facilities or services provided by B3.
- 5.2. Employees should report any bullying or harassment by customers, suppliers, visitors or others to their manager who will take appropriate action.

6. Learning & Development

- 6.1. B3 will provide training in equal opportunities to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

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- 6.2. B3 will provide training to all existing and new employees and others engaged to work at B3 to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. B3 will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

7. Your Responsibilities

- 7.1. Every employee is required to assist B3 to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.
- 7.2. Employees can be held personally liable as well as, or instead of, B3 for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.
- 7.3. Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the B3's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

8. Grievances

- 8.1. If you consider that you may have been unlawfully discriminated against, you may use B3's grievance procedure to make a complaint.
- 8.2. B3 will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.
- 8.3. Using B3's grievance procedure does not affect your right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

9. Monitoring And Review

- 9.1. This policy will be monitored periodically by B3 to judge its effectiveness and will be updated in accordance with changes in the law. In particular B3 will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, B3 will implement them.
- 9.2. Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.