EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Policy Title	**Equal Opportunities and Diversity Policy**
Policy Review Date	
Policy Reviewed by	

This policy covers all staff and volunteers in Phoenix Rising

Phoenix Rising is committed to equal opportunities and diversity both in employment and in-service delivery in all areas and will work as a minimum within current legislation.(The Equalities Act 2010) Employees have a responsibility to promote equal opportunities in their role and follow the policy. If you don't understand your responsibilities under equal opportunities, you should inform your manager/leader.

POLICY AIMS

The aim of this policy is to ensure equal opportunities for all irrespective of age, class, employment status, ethnic or national origins, marital status, race, religious and political beliefs, pregnancy and maternity, responsibilities for children or dependents, gender identity sexual orientation, culture, HIV/AIDS status, health and disability (mental and physical), personal circumstances or unrelated criminal convictions.

Phoenix Rising recognizes that we live in a diverse society and community and that this diversity should be reflected in employees, volunteers and users of Phoenix Rising.

Phoenix Rising believes that each individual brings value to the organisation, the delivery of services and to each other.

As part of our work at Phoenix Rising we provide a range of services and activities for specific groups

Phoenix Rising will not tolerate discrimination harassment and/or bullying of, anyone including people belonging to the above groups. Phoenix Rising recognises that discrimination against people from the above groups is prevalent throughout society. Phoenix Rising also recognises that discrimination operates through a number of commonly held assumptions and prejudices which are rooted in society

OUR COMMITMENT

We are committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist in putting this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination. Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment. We have a separate dignity at work policy, which deals with these issues.

THE LAW

It is unlawful to discriminate directly or indirectly in recruitment or employment because of:

- age
- disability
- sex
- gender reassignment
- pregnancy
- maternity
- race (which includes colour, nationality and ethnic or national origins)

- sexual orientation
- religion or belief
- being married or in a civil partnership. These are known as "protected characteristics".

TYPES OF UNLAWFUL DISCRIMINATION

a) Direct discrimination is where a person is treated less favourably than another because of a protected characteristic. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

b) Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

c) Harassment is where there is unwanted conduct, related to one of the protected characteristics that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

d) Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

e) Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

f) Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

g) Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

EQUAL OPPORTUNITIES IN EMPLOYMENT

We will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

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.

We will consider any possible indirectly discriminatory effect of our 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. We will make reasonable adjustments to standard working practices to overcome barriers caused by disability.

We will monitor the ethnic, gender and age composition of our staff and of applicants for jobs and the number of people with disabilities within these groups, and will take appropriate action to address any identified issues.

DIGNITY AT WORK

We have 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.

CUSTOMERS, SUPPLIERS AND OTHER PEOPLE NOT EMPLOYED BY US

We will not discriminate unlawfully against those who use services provided by us. You should report any bullying or harassment by customers, suppliers, visitors or others to your manager/leader.

TRAINING

We will provide training in equal opportunities to managers/leader and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

YOUR RESPONSIBILITIES

Everyone in Phoenix Rising need to help us meet our commitment to provide equal opportunities in employment and avoid unlawful discrimination. You could be held personally liable as well as, or instead of, the organisation for any act of unlawful discrimination. Those who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation are disciplinary offences and will be dealt with under our disciplinary procedure. Such acts may constitute gross misconduct and could lead to dismissal without notice.

IF YOU HAVE BEEN DISCRIMINATED AGAINST

If you consider that you may have been unlawfully discriminated against, you should use our grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the Dignity at Work policy.

We will take any complaint seriously and will seek to resolve any grievance that is upheld. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is found to be both untrue and made in bad faith.

Procedures Phoenix Rising recognises that ending discrimination will require more than a commitment to remove discrimination, it means taking positive action to redress the inequalities caused by past discrimination.

Phoenix Rising does not permit: the use of materials that are discriminatory including

- the display of posters or other similar material,
- the circulation of literature in any format,
- on our websites and posts on our social media.
- deliberate articulations which may give offence or cause apprehension amongst particular groups or employees e.g. slogans or songs.
- Any attempt to display such will be regarded as serious misconduct and will result in disciplinary action.

STAFF, VOLUNTEERS AND USERS

Phoenix Rising aims to provide a working and volunteering environment in which all persons feel equally valued.

Phoenix Rising will

- recognise that in planning and implementing an event, activity or training, it should where practicable take action to ensure equal access in line with this policy.
- From time to time facilitate events for underrepresented groups and individuals with a view to encouraging their participation and, where appropriate, integration in the wider programmes in the long term.
- will work to achieve a diverse user group and workforce whose composition reflects that of the wider community.
- will strive to ensure that all its events, activities, and training attract people from all sectors of the community and that the activities, wherever possible, do not discriminate against any group or groups.
- will work to ensure that in order to attract people from the wider community, appropriate media resources are used.
- recognises the importance of showing positive images of all types of people actively involved in its activities in all its publicity material.

EMPLOYMENT

Phoenix Rising is striving to be an equal opportunities employer.

Individuals will be selected, promoted or treated solely on the basis of merit and in accordance with the requirements of the job and the individual's suitability to fill it.

- Phoenix Rising Recruitment and Selection Policy policy designed to promote equality of opportunity within the communities in which it operates.

- No job applicant or employee receives less favourable treatment than another on the grounds outlined in the policy aim.
- No applicant or employee will be placed at a disadvantage by indirect discrimination.
- All employees have equal rights to training to support their role and to apply to other relevant jobs or promotion at Phoenix Rising.
- Employees are protected from discrimination at work including unlawful discrimination in the process of dismissal, terms and conditions, pay and benefits, promotion and transfer opportunities, training, recruitment and redundancy

Refer to *Recruitment and Selection Policy and Staff Development Policy Data collection*

All Sectors will set up and use appropriate data capture in order to inform and develop practice of its employees, volunteers and users Reference data collection policy

TRAINING AND DEVELOPMENT FOR EQUAL OPPORTUNITIES

Phoenix Rising recognises that discrimination and prejudice will not end as a result of this document. Equal opportunities training is an important part of strategies to change behaviour and procedures.

Phoenix Rising will

- inform all staff, volunteers and users of the principles of equal opportunities, in order that they may learn why an equal opportunities policy is necessary and what it is intended to achieve.
- work to raise awareness of equal opportunities issues and encourage involvement in Phoenix Rising activities to be more sensitive to the needs of others. This policy will be publicised throughout Phoenix Rising and elsewhere as appropriate.
- Ensure Equal opportunities training will be part of the development and training programme of Phoenix Rising's staff, volunteers, Board Members and other key participants.

MONITORING THE EQUAL OPPORTUNITIES POLICY

This equal opportunities document is not a static document. It is essential that it is monitored, reviewed and modified as necessary.

Staff of each Phoenix Rising organisation will actively monitor, review and make recommendations to the Board at least every other year which will be taken to their board and used for the Phoenix Rising main policy review

GRIEVANCES AND DISCIPLINE

Phoenix Rising will ensure that any staff member who feels that they are being treated unfairly and contrary to the principles of the equal opportunities policy or the law will have their cases heard under the agreed grievance procedure. *See Employee's handbook*

Any user or volunteer who feels they have been treated unfairly and contrary to the principles of the equal opportunities policy will be referred to the complaints procedure

Any staff member found in contravention of this policy will be dealt with under the appropriate disciplinary procedure and may be subject to disciplinary action. See Employee's Handbook

RESPONSIBILITIES

The governance of Phoenix Rising fully support this policy. Responsibility for establishing and implementing the policy falls to the Boards.

But all employees have a responsibility to comply with and implement with this policy to ensure equality for all. It is the responsibility of all employees to report any concerns around equal opportunities. Managers/leaders are responsible for taking all reasonable steps to prevent discrimination and/or harassment at work and will take appropriate action if it occurs.

IN OUR POLICIES:

'Board' refers to the Boards, committees or legal entities that govern the Phoenix Rising organisation.

'Manager/leader' refers to people who are in charge of various activities across the Phoenix Rising organisations. They may be paid staff or volunteer