



## **ENGAGE COMMUNITIES**

### **EQUALITY AND EQUAL OPPORTUNITIES**

Engage Communities CIC is committed to challenging any form of discrimination it encounters and to achieving a working and living environment which provides equality of opportunity and freedom from discrimination on the grounds of age, race, colour, ethnic or national origin, religion or belief, sex, sexual orientation, gender reassignment, disability, marital status, special needs, pregnancy and maternity, or membership or no-membership of a trade union. Discrimination on any of these grounds will not be practiced or tolerated. All employees/volunteers of Engage Communities are expected to adhere to this general principle.

*Engage Communities is also committed to building a workforce which is diverse and reflects the community around us in order to provide equal employment and advancement opportunities to all individuals. Engage Communities will appoint, train, develop and promote on the basis of merit and ability. Any employment decisions will be based on merit, qualifications and abilities and according to suitability to the post applied for. All staff working within the organisation will receive equal opportunities briefing which should include the areas of disability equality, race equality and anti-racism.*

*Engage Communities adhere fully to the Equality Act 2010 and the organisation creating an open, positive and inclusive atmosphere.*

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### **2.0 POLICY STATEMENT**

Engage Communities is committed to challenging any form of discrimination it encounters and to achieving a working and living environment which provides equality of opportunity and freedom from discrimination on the grounds of age, race, colour, ethnic or national origin, religion or belief, sex' sexual orientation, gender reassignment, disability, marital status, special needs, pregnancy and maternity, or membership or no -membership of a trade union. Discrimination on any of these grounds will not be practiced or tolerated. All employees and volunteers of Engage Communities are expected to adhere to this general principle.

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volunteers working within the organisation will receive equal opportunities briefing which should include the areas of disability equality, race equality and anti-racism.

Engage Communities adhere fully to the Equality Act 2010, which relate to the organisation creating an open, positive and inclusive atmosphere.

### **3.0 COVERAGE**

This policy applies to all service users, volunteers, job applicants and employees of Engage Communities

### **4.0 RELATED POLICIES AND PROCEDURES**

- Concerns, Complaints and Compliments
- Managing Performance
- Racial Harassment Occurring Between Service Users, Between Staff, by Staff or By Service Users on Staff.
- Recruitment and Employment (including Recruitment of Ex-Offenders)
- Safeguarding Vulnerable Adults
- Staff Disciplinary
- Staff Grievances
- Staff Supervision
- Whistleblowing

### **5.0 PURPOSE**

The aim of this policy is to promote equal treatment for all employees and service users irrespective of age, race, colour, ethnic or national origin, religion or belief, sex, sexual orientation, gender reassignment, disability, marital status, special needs, pregnancy and maternity, or membership or non-membership of a trade union and to ensure that the process is managed in compliance with equal opportunities legislation. We aim to ensure that no job applicant, staff member, volunteer, organisation or individual that Engage Communities provides services to will be discriminated against.

### **6.0 PROCEDURE**

1. All staff have a personal responsibility for the practical application of Engage Communities Equal Opportunities Policy

2. Any employee who is found to have committed an act of unlawful discrimination may face disciplinary action. Harassment is any unwanted conduct which violates another's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for another person or is intended to have one of those effects.
3. Any employee or service user with concerns about any type of discrimination happening to themselves or others, are encouraged to address these issues with their Line Manager or the Human Resources Department.
4. If any employees feel that they want to take such a complaint further, they should lodge their complaint by following the Grievance section of the Staff Grievances policy and procedures
5. If any service users feel they want to take such a complaint further this should be dealt with in accordance with Engage Communities policy and procedure on Safeguarding & Child Protection Policy, which is part of the Concerns, Complaints and Compliments policy and procedure.
6. The Manager, Human Resources Department or delegated other will record the details of the complaint in the Complaints Book, including what happened, when and where any occurrences took place and record of names of any witnesses.
7. All complaints will be dealt with confidentially.

## **7.0 POINTS OF REFERENCE**

Equality Act (2010)

## **8.0 SUPPORTING RECORD DOCUMENTATION**

Complaints Book

Prepared By Yaser Mir

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