

EQUALITY, DIVERSITY AND INCLUSION POLICY

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The Umbrella Hub Community CIC
EQUALITY, DIVERSITY AND INCLUSION POLICY

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The Umbrella Hub Community CIC

EQUALITY, DIVERSITY AND INCLUSION POLICY

1.	POLICY STATEMENT
	<p>The Umbrella Hub Community CIC expects all staff to respect their colleagues/clients' differences.</p> <p>Staff and Clients of the Organisation should expect to be treated fairly and with dignity.</p>
2.	REASONS FOR HAVING AN EQUALITY, DIVERSITY AND INCLUSION POLICY
	<p>The Umbrella Hub Community CIC will not tolerate behaviour in the form of discrimination, victimisation, harassment or bullying.</p> <p>Legislation and associated regulations exist to protect employees and clients, and there are a number of policies and procedures in place to support the legislation.</p>
3.	WHAT IS DIVERSITY?
	<p>Diversity encompasses a multitude of areas such as gender, race, disability, physical ability, mental capacity, education, sexual orientation, religious beliefs, values, age, personality, experiences, culture and the way each area approaches work. <i>This list is not exhaustive.</i> Embracing diversity means acknowledging, understanding, and appreciating the differences between individuals and developing a workplace that enhances their value. By being flexible in our approaches it is then possible to achieve a rewarding environment.</p>
4.	THE BENEFITS OF DIVERSITY MANAGEMENT
	<p>A diverse workforce can offer a wide range of resources, skills, ideas and energy to the business, providing a competitive edge. Organisations that</p>

	<p>embrace diversity will reap the benefits of resourcing from a wider pool of talent, broaden their markets, improve productivity and raise the community profile.</p> <p>Diversity management can benefit the organisation in a number of ways, ie.</p> <ul style="list-style-type: none"> ● Improve opportunities within the organisation through internal promotion ● Utilise the knowledge of different areas of the community ● Understand market segments and consumer behaviour ● Become an employer of choice ● Have a more representative 'balanced' workforce ● Value and respect employees, attracting and retaining a wider talent pool
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5.	THE DIFFERENCE BETWEEN EQUALITY AND DIVERSITY
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	<p>Equality and Diversity are often regarded as the same thing. However, there are differences. Valuing diversity is about seeing everyone as individuals, valuing the abilities and skills they can bring to an organisation. It is not about seeing people first and foremost in terms of their membership of a particular group. Equality of regard for people is about emphasising inclusiveness, openness and fairness, offering a positive outlook on the many differences, as well as similarities, that can affect how people interact and perform with each other in the workplace. Diversity is about respecting differences within minority groups and not expecting everyone to conform to the ways of majority groups.</p> <p>Widening diversity is something that is initiated internally, where a culture for diversity has developed over time. Equal opportunities are usually prompted by external factors such as legislation and codes of practice.</p> <p>Managing diversity is concerned with improving quality within the organisation, with a focus on qualitative issues and good practice, whereas equal opportunities focuses on improving numbers. This might include increasing the number of women in management positions, or increasing</p>
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	<p>the number of ethnic minorities or raising the age profile.</p> <p>Valuing people, and their many diverse qualities, enhances employee potential, therefore enhancing the business. Equal opportunities aims to ensure that no group receives less favourable treatment because of their differences, ensuring all people are treated equally. This is about adapting to individual needs rather than treating everyone the same.</p> <p>Diversity focuses on being proactive and finding opportunities to enhance the business. Equal opportunities is reactive and will focus on existing problems while trying to redress the balance.</p> <p>A diverse culture is something that can develop with support but an equal opportunities culture is socially constructed by specific measures being put into place. Managing diversity encourages people to reflect on and change their own practises and systems, resulting in a diverse culture. Diversity at work is not only concerned with keeping within the confines of the law, but would also gradually seek to educate every staff member so that discrimination would become a thing of the past.</p>
6.	DISCRIMINATION
	<p>Direct discrimination will occur where in like for like circumstances, a person is treated, or would have been treated, less favourably than others on the grounds of race, gender, sexual orientation, religion or belief, age or personal characteristics.</p>
7.	INDIRECT DISCRIMINATION
	<p>Indirect discrimination occurs when an employer applies a provision, criterion or practise to everyone that puts, or would put, a group of people at a particular disadvantage compared to others. Furthermore, the individual complainant can show that he or she suffered that disadvantage and the employer cannot show the provision, criterion or practice to be a proportionate means of achieving a legitimate aim (within the limits of what is needed to achieve the business objective). This definition covers formal requirements, conditions and provisions, as well as informal practices. An</p>

	example of indirect discrimination would be a requirement for all staff to be clean shaven. In this example, the same requirement is applied equally to all staff, but it would particularly disadvantage those of a particular faith.
8.	GENUINE OCCUPATIONAL REQUIREMENT (GOR)
	<p>In very limited circumstances it will be lawful for an employer to treat people differently if it is a GOR.</p> <p>Where there is a genuine requirement for a particular type of person to do the job, the employee must be able to justify a sound business reason for this.</p> <p>This may occur if it is necessary that, for example, a male or female is required to do a job involving personal care, or that an individual of a particular religion is required to do a job.</p>
9.	VICTIMISATION
	<p>Victimisation will occur where a person is treated less favourably because he or she carried out a 'protected act', ie: has alleged that discrimination or harassment has taken place; has presented a claim to an employment tribunal; or has acted as a witness in a discrimination or harassment case. Protection against victimisation will not apply if allegations are false and not made in good faith.</p>
10.	HARASSMENT AND BULLYING
	<p>Harassment and bullying are defined in many ways. For instance, unwanted remarks, inappropriate jokes or ridicule, unwelcome physical contact, suggestions or demands for sexual favours, racial shunning or segregation. In general terms behaviour which affects the recipient's dignity, relating to age, gender, race, nationality, disability, religion, sexual orientation or any personal characteristic of the individual. This can include an isolated incident or a series of incidents.</p>

	<p>Unacceptable behaviour might include the spreading of malicious rumours; insulting an individual; circulating emails or memoranda containing critical confidential information; picking on someone; setting up an individual to fail; victimisation; unfair treatment; circulating offensive material; constantly undermining and criticising a competent worker; preventing promotional opportunities.</p> <p>Sexual harassment is unlawful under the Equality Act. This constitutes unwanted behaviour of a sexual nature, or other behaviour with a sexual reference, which affects the dignity of men and women at work.</p> <p>Racial harassment is unlawful under the Equality Act. This constitutes unwanted behaviour of a racial nature, or other behaviour based on racial grounds, which affects the dignity of men and women at work.</p> <p>Harassment on the grounds of religion or belief, or sexual orientation, is where unwanted conduct causes a violation of one's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.</p> <p>When the Organisation considers it appropriate to do so, alleged harassers may be the subject of the Organisation disciplinary procedures.</p>
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11.	RELEVANT LEGISLATION
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	<p>The Equality Act 2010 simplifies equality legislation as it replaces all previous equality laws in a bid to harmonise the law. The act has 9 protected characteristics which employers must follow and requires employers to have a positive duty which requires them to pre-empt unlawful discrimination before it occurs.</p> <p>The protected characteristics are:</p> <ul style="list-style-type: none"> ● Age ● Disability ● Gender reassignment ● Marriage and Civil Partnership ● Pregnancy and maternity
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	<ul style="list-style-type: none"> • Race • Religion and belief • Sex • Sexual orientation <p>The Umbrella Hub Community CIC as an employer has a responsibility to eliminate unlawful discrimination, harassment and victimisation in the workplace and foster good relations between people from different groups. The organisation also has an obligation to not discriminate against its clients under the Equality Act.</p> <p>If you have any questions relating to how the Equality Act 2010 affects your work with The Umbrella Hub Community CIC please contact Annie Clements, CEO.</p>
11.1	<p>Age</p> <p>The Equality Act 2010 says that organisations cannot discriminate against the age of an employee unless there is an GOR.</p>
11.2	<p>Disability</p> <p>The Equality Act defines someone as having a disability if the person has a physical or mental impairment and the impairment has a substantial long term adverse effect on their ability to carry out normal day to day activities. The term disability also refers to a non visual (hidden) disability that includes Autism, ADHD and Mental Health.</p> <p>The Umbrella Hub Community CIC provides reasonable adjustments to make sure that the services that it provides to its clients, staff and external visitors meets their accessibility needs.</p>
11.3	<p>Gender Reassignment</p> <p>Gender reassignment is defined under the act as someone who is proposing to undergo or has undergone the gender reassignment</p>

		<p>process for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.</p> <p>Under the act organisations must make reasonable adjustments for people undergoing the gender reassignment process. They must also not discriminate against people who are or have been through the gender reassignment process unless there is a GOR.</p>
	11.4	<p>Marriage and Civil Partnership</p> <p>Under the act marriage and civil partnership only applies if someone is married or is a civil partner. Employees must let their organisation know in advance for time off for a marriage or civil partnership ceremony. Employers must not discriminate against people who are married or in a civil partnership unless there is a GOR.</p>
	11.5	<p>Pregnancy and Maternity</p> <p>Pregnancy and maternity is covered under the Equality Act and employers must not discriminate against a woman who is pregnant or on maternity leave. For more information please refer to the organisation's maternity policy.</p>
	11.6	<p>Race</p> <p>Under the act race includes colour, nationality and ethnic or national origins. Employers must not discriminate against a person on any other these racial grounds unless there is a GOR.</p>
	11.7	<p>Religion and belief</p> <p>Under the act religion is classed as any religion or lack of religion. Employers must not discriminate against someone on grounds of religion and belief unless there is a GOR. Please see below for more information on religion and belief.</p>

	<p><u>Religious Observance</u></p> <p>Generally the Organisation imposes no dress code on staff. However, there are some requirements as listed below:</p> <ul style="list-style-type: none"> • Health and safety requirements may mean that for certain tasks specific items of clothing such as overalls, protective clothing, etc. need to be worn. Where wearing such items conflicts with a religion or belief, the issue will be sympathetically considered by the line manager, with the aim of finding a satisfactory but safe compromise. • Dress should conform to the current majority view in our society of what constitutes decency. • Wearing clothing with slogans which are considered discriminatory is not permitted. <p><u>Religious activities during work time</u></p> <p>All staff, regardless of their religious belief or non-belief, are required to work in accordance with their contract. The Organisation will, however, treat sympathetically requests from staff who require flexibility over how the hours are worked. This may relate, for example, to staff who need to pray at certain times of the day, or who may require an extra hour at midday on a Friday.</p> <p><u>Special Festivals</u></p> <p>The Organisation acknowledges that owing to current bank and public holidays those of Christian faith are guaranteed time off at Christmas and Easter. In the interests of equality, the Organisation will support and consider favourably requests from those of other religions to book up to three days of their holiday entitlement to enable them to celebrate their own special religious festival(s). Staff, must provide as much notice as is reasonably practicable, ie. if the dates are known in advance, requesting the leave as soon as the date of the festival becomes officially known. Where the date of the festival does not become clear until quite close to the actual date of the festival and work commitments or other staff's leave</p>
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		<p>arrangements cause problems in granting the holiday, the Organisation will, by discussion, seek flexibility from all those affected in an effort to find a mutually acceptable compromise which balances the needs of the business and those of the employees. Where staff can show they are bona fide adherents of any religion or belief and that they require time off for the purposes of a festival relating to that religion or belief, the Board will allow up to two additional days' paid leave per year. Further requests, but from annual leave entitlement will be treated sympathetically.</p> <p><u>Extended Leave</u></p> <p>Requests for extended leave for the purpose of pilgrimages, or visiting relatives abroad for weddings, births or deaths will be treated sympathetically. The needs of the business, and extra burden placed on other workers, will be taken into account when considering extended leave requests. If extended leave extends beyond the annual leave entitlement, the granting of any excess days will be on an unpaid basis.</p> <p><u>Dietary Requirements</u></p> <p>Staff who have specific dietary requirements and who bring food in to the work place, where such food needs to be stored or heated, should raise any difficulty they may have with their line manager. Acceptable solutions to any such difficulties will be agreed locally within the department or with staff who may also use the necessary facilities on a joint use basis.</p>
	11.8	<p>Sex</p> <p>In the Equality act sex refers to a man or woman. The act states that men and women should have equal pay and rights when in the workplace. The Umbrella Hub Community CIC provides a fair and equal workplace for all its employees. If you have any questions about equal pay please speak to your line manager or Annie Clements, CEO.</p>

	11.9	<p>Sexual Orientation</p> <p>Sexual orientation under the Equality act refers to a person's sexual orientation towards a person of the same sex, person of the opposite sex or a person of either sex.</p>
	11.10	<p>Human Rights</p> <p>Human Rights Act 1998 incorporates a substantial part of the European Convention for the Protection of Human Rights and Fundamental Freedoms. The articles of convention which could have an impact on employment law in the United Kingdom are:</p> <p>Article 8: The right to respect for private and family life; Article 9: Freedom of thought, conscience and religion Article 10: Freedom of expression Article 11: Freedom of assembly and association</p> <p>It is important to be aware of and not to breach the Human Rights of individuals as this also can result in tribunal proceedings.</p>
	11.11	<p>The Rehabilitation of Offenders</p> <p>People with criminal records are protected by the Rehabilitation of Offenders Act 1974, which makes it unlawful for an employee to take account of (or be informed of) a person's previous offending history once the conviction has become spent. However, some sentences can not be spent, and others may be 'spent' but still have to be declared if the employment involves social work, working with children in care or people with learning difficulties, handling money.</p> <p>The Criminal Records Bureau (CRB) was introduced by The Police Act 1997. This gave rise to employees and applicants in sensitive jobs having to give consent to a search being made for details of any previous or current convictions and for employers to be</p>

		<p>advised of the outcome by way of a Disclosure service.</p> <p>The Disclosure and Barring service provides a means for The Umbrella Hub Community CIC to carry out checks through the DBS on staff or applicants and allows for decisions to be made about recruiting staff who have a criminal record.</p> <p>Applicants are offered equal opportunities when going through the recruitment process. They are informed at the outset that they have the opportunity to discuss criminal convictions, 'spent' or 'unspent', in confidence with the Chief Executive.</p> <p>All posts at The Umbrella Hub Community CIC are subject to the discretion of the Chief Executive when they fall into the category where they require either a Standard or Enhanced Disclosure check. Therefore, anyone who applies to work at The Umbrella Hub Community CIC will be expected to declare any convictions 'spent' or 'unspent' and will be subject to consideration of suitability for appointment in accordance with the Organisation's policies and procedures.</p> <p>Please refer to the College's Disclosure Policy, Recruitment of Ex Offenders Policy and the Disclosure: Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information Policy, which refer to the College's use of the Disclosure service, how job applications from ex-offenders are considered and how Disclosure information is to be dealt with.</p>
	11.12	<p>Data Protection</p> <p>Please see The Umbrella Hub Community CIC's Data protection policy for more information.</p>
12.	WORK LIFE BALANCE	
	The Organisation has a commitment to work life balance.	

		The Employment Relations Act 1999 and the subsequent Employment Act 2002 (which introduced new changes to the former), allow for greater flexibility in the workplace. Staff at The Umbrella Hub Community CIC are entitled to flexibility in the following areas which are covered by the Family Friendly Policy, Procedure and Guidance Document (please refer to this for further information)
	12.1	Maternity The Organisation administers not only the statutory maternity scheme but also an occupational maternity scheme. The amount of pay and leave which can be granted under the respective schemes differ from one case to another. For more information of entitlements please refer to the Organisations Maternity Policy.
	12.2	Paternity Leave To be entitled you will have worked at the Organisation for 26 weeks or more by the 15th week before the child is expected to be born. You will be eligible for 2 weeks in a 1 or 2 weeks' block at any one time. The entitlement to pay is 2 weeks' full pay if you meet the requirements. For more information please refer to the Organisations Paternity Policy
	12.3	Adoption Leave There is no length of service requirement for staff to be entitled to adoption leave. For more information please refer to the Organisations Adoption Policy.
	12.4	Parental Leave You must have at least one year's service at the Organisation to be entitled to leave and pay. For more information please see the Parental Leave Policy.
	12.5	Dependent Leave

		There is no length of service requirement for staff to be entitled to dependency leave. Please see the Organisations Time off for Dependants Policy.
	12.6	Flexible Working You must have 26 weeks' continuous service with the Organisation at the date of your application to be eligible to apply. For more information please see the Flexible Working Policy.
	12.7	Flexi Scheme The Organisation has a number of methods of flexible working for which staff can apply for. These methods include a 9-day fortnight working pattern, term-time working, annualised hours, or working from home. This enables many staff to work more flexibly as per local arrangements agreed by the chief executive.
13.	RECRUITMENT AND SELECTION	
	<p>The Organisation has a Recruitment and Selection Policy which sets out the procedure to be followed. Vacant posts are advertised in a number of ways to attract a wide variety of applicants. All advertisements are individualised to focus on the key criteria required to meet the essentials of the vacancy. Job Descriptions are designed to enable applicants to determine whether they wish to apply. To assist applicants further, information about the vacancy may be requested at any stage.</p> <p>The selection process for invitation to interviews is carried out by ensuring that applicants meet the essential criteria and, if possible, the desirable criteria. The Organisation has a commitment to interview all applicants who have a disability and meet the essential criteria.</p> <p>The selection of successful applicants is primarily carried out by way of an interview process, which consists of a Panel of experienced staff.</p>	

	<p>All applicants are asked to complete a Recruitment Monitoring Form. This requests information about the applicant's age, disabilities, ethnicity, marital status, dependants, convictions, religion or belief and sexual orientation. This information is kept confidential and is separated from the application form. The information is not disclosed to the interview panel, but it allows the Organisation to put in place any special requirement, before, during and after the successful candidate has been selected. The information on the Monitoring Form can assist in a number of ways, such as: to make any special considerations for applicants with a disability; to give an applicant with a conviction an opportunity to discuss the circumstances of this conviction; to allow consideration for staff with religious beliefs; and to support staff with the Family Friendly Policy. The Monitoring Form also allows for data to be collated for statistical and monitoring reasons. Some data is required by law while other data highlights opportunities to redress the balance and ensure a workforce that represents the diverse community it serves.</p> <p>Please refer to the Organisations Recruitment and Selection Policy for further information regarding this process.</p>
14.	PROMOTION AND CAREER DEVELOPMENT
	<p>The Organisation, where possible, will offer promotional and career development opportunities for existing staff. To ensure equality and a fair process the recruitment and selection procedure of the Organisation is operated.</p>
15.	TRAINING
	<p>All staff are entitled to receive training. This might be qualificatory or non qualificatory, compulsory as part of the role, continuing professional development, or other training. All requests are considered on the basis of the need and relevance to the job being undertaken by the employee. There may be times when a request must be declined, postponed or offered on a conditional basis for legitimate business reasons. There may be occasions where the delivery method or day of training might coincide with a personal event, ie. a religious festival. Where possible, considerations</p>

	<p>will be made on the basis of any request received by the line manager.</p> <p>Please refer to the Organisations Staff Development and Training Policy for further information.</p>
16.	MENTORS
	<p>The Organisation has a Mentor Scheme, whereby a mentor is offered to a new member of staff. This mentor will be an experienced member of staff whose primary role is to support and to be a source of information to the mentee. This is a valuable resource in the Organisation and is encouraged.</p>
17.	MONITORING
	<p>The Organisation monitors the diversity of its workforce and reports this information annually to the Board.</p>
18.	SOURCES OF HELP AND INFORMATION
	<p>Staff can always seek support from Annie Clements, Chief Executive or their line manager. Also attached is a list of useful websites.</p>

Approved by	
Please Print	
Position	
Date	

APPENDIX 1	
	<p><u>List of relative policies</u></p> <ul style="list-style-type: none"> ● Data Protection Policy ● Disciplinary Policy ● Family Friendly Policy (Including Maternity, Paternity, Adoption, Parental Leave, Time Off for Dependants, Flexible Working) ● Fixed Term Working ● Flexi Scheme ● Grievance Procedure ● Harassment Policy ● Mentor Scheme ● Part time Working Policy ● Pay Policy ● Race Equality Policy ● Recruitment of Ex Offenders Policy ● Recruitment and Selection Procedure ● Religion and Belief Policy ● Sexual Orientation Policy ● Special Leave Policy ● Staff Handbook ● Staff Development and Training Policy
APPENDIX 2	
	<p>Religions or beliefs recognised by staff of The Umbrella Hub Community CIC made known to them:</p> <ul style="list-style-type: none"> ● Agnostic ● Anglican ● Anglo Catholic ● Atheist ● Baptist ● Buddhist ● Catholic ● Christian ● Church of England

	<ul style="list-style-type: none"> ● Eckankar ● Hindu ● Methodist ● Mormon ● Muslim ● Orthodox ● Pagan ● Pantheist ● Pentecostal ● Presbyterian ● Protestant ● Roman Catholic

APPENDIX 3	
	<p><u>Useful websites</u></p> <ul style="list-style-type: none"> ● www.acas.org.uk ● www.cre.gov.uk ● www.disability.gov.uk ● www.employersforwork-lifebalance.org.uk ● www.homeoffice.gov.uk ● www.statistics.gov.uk