

# Equality & Diversity Policy



## Commitment

**Hele Hub CIC** is committed to supporting, developing and promoting equality and diversity in all its practices and activities and aims to establish an inclusive culture free from discrimination and based upon the values of dignity, courtesy and respect.

The Company will support and develop the staff and learners through providing all with access to facilities, personal and career development opportunities, employment and learning on an equal basis regardless of ethnic origin, national identity, disability, age, gender, sexual orientation, religion / belief or socio-economic background.

## Purpose

This policy builds upon the foundation of equality legislation (see Glossary) and anti-discrimination guidance and strives, not only to comply with legal requirements, but to use these to ensure that **Hele Hub CIC** endeavours to exemplify best practice. **Hele Hub CIC** is committed to ensuring the policies and procedures of the Equality Act 2010 are embraced and followed.

- To develop and promote a culture of courtesy & respect throughout the Company;
- To support all staff and learners, regardless of race, disability, gender, sexual orientation, religion or belief, sex, age, gender reassignment, pregnancy and maternity
- To prevent all forms of unlawful discrimination;
- To deal with all forms of discrimination consistently and effectively;

## Responsibilities & Scope

- It is expected that all members of staff, associate staff and learners behave with dignity, courtesy and respect and act in a non-discriminatory manner at all times.
- Actively encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy;
- To undertake appropriate equality and diversity training as requested by Hele Hub CIC & Training Ltd

- To investigate all matters of alleged discrimination, harassment or bullying and inappropriate behaviour promptly and thoroughly;
- To ensure that selection and appointment procedures, performance management processes, staff development opportunities and disciplinary and grievance processes are fairly and consistently applied to all staff, freelancers & volunteers;
- To treat all applications for flexible practices on a fair and equitable basis and to provide reasonable and objective reasons when such requests must be refused;
- To ensure that learner recruitment procedures, assessment processes, placement/career opportunities and disciplinary and complaints procedures are fairly and consistently applied to all learners / course participants;

## **Harassment and Bullying**

The Company is committed to providing a work environment free from unlawful harassment and prohibits unlawful harassment or bullying by any employee, worker or director of the Company. Harassment or bullying is unsolicited behaviour which adversely affects the dignity of the recipient and which can have a detrimental effect upon health, confidence, morale and performance at work. Where the behaviour is motivated by race, disability, gender, sexual orientation, religion or belief, sex, age or gender reassignment it also amounts to infringement of equal employment opportunity. Harassment or bullying is a form of direct discrimination.

The following types of behaviour may amount to harassment or bullying (the list gives examples only and is not exhaustive):

- (a) Suggestive or offensive language, comments, gossip or jokes;
- (b) Unwanted physical contact, whether or not of a sexual nature;
- (c) Suggestive or offensive gestures;
- (d) Isolation or ostracism;
- (e) Insults, ridicule, teasing or bullying;
- (f) Humiliating, demeaning, threatening or persistently criticising an individual;
- (g) Unfair allocation of work or responsibilities;
- (h) Display or circulation of sexually suggestive, pornographic, racist or offensive pictures or other material or transmitting any such messages or images via electronic mail.

Conduct of this nature can amount to harassment or bullying even though it is not explicitly about an individual's colour, race, nationality, ethnic or national origin, sex, sexual orientation, gender reassignment or trans-sexualism, marital status, age, disability or religion/belief, where the conduct is directed at them or singles them out for one of those reasons (whilst not, for example, being explicitly racist language).

## **Harassment and Bullying Complaint Procedure – Staff / Volunteers / Freelance workers**

Any complaint as a result of discrimination or harassment or bullying on the grounds of race, ethnic or national origins, sex, marital status, disability, age or sexual orientation will be taken very seriously by the Company.

If any employee believes that he or she or any other employee has been harassed or discriminated against or otherwise treated unfairly because of race, ethnic or national origins, sex, marital status, disability, age or sexual orientation, **this must be reported in an e-mail to either of the Directors – [kym\\_lee@sky.com](mailto:kym_lee@sky.com)**

Any allegations of discrimination or harassment or bullying of any kind will be dealt with seriously, expeditiously and confidentially and all employees / associates / volunteers be protected against victimisation for bringing a bona fide complaint of harassment or bullying.

## **Harassment and Bullying Complaint Procedure -Learners / Course Participants**

Any complaint as a result of discrimination or harassment or bullying on the grounds of race, ethnic or national origins, sex, marital status, disability, age or sexual orientation will be taken very seriously by the Company.

If any learner believes that he or she or any other learner has been harassed or discriminated against or otherwise treated unfairly because of race, ethnic or national origins, sex, marital status, disability, age or sexual orientation, **this must be reported in an e-mail to either of the Directors – [kym\\_lee@sky.com](mailto:kym_lee@sky.com)**

Any allegations of discrimination, harassment or bullying of any kind will be dealt with seriously, expeditiously and confidentially and all learners will be protected against victimisation for bringing a bona fide complaint of harassment or bullying .

## **Communication**

Awareness of this policy and associated procedure will be raised at staff / learner induction. All staff / associates / volunteers must complete required equality & diversity training in order to work with Hele Hub CIC & Training.

## **Confidentiality**

Any information disclosed to the Company in relation to equality and diversity issues will be kept strictly confidential in accordance with legislative requirements.

## **Review**

This policy will be reviewed bi-annually to ensure it is appropriate and responsive to legislation.

## **Document / Policy Change Request**

Changes to this policy or associated documents must be agreed with the Directors

## **Document / Policy Reviewing and Approving**

This policy will be reviewed bi-annually by the Directors to ensure it is appropriate and responsive to legislation.

Also, from time to time, we may need to review this policy, or propose amendments to this policy, because of changes to our functions, or to the circumstances in which we undertake those functions, or for any other reason.

## **References**

- The Employment Equality (Age) Regulations 2006
- Equality Act 2010
- Human Rights Act 1998

## **Glossary**

### **Legislation**

Under Equality legislation it is unlawful to:

- Discriminate against anyone and treat him/her less favourably than others on account of age, race, disability, gender reassignment, sexual orientation, religion or belief, sex, marital status or pregnancy and maternity;
- Discriminate indirectly against anyone by applying a criterion, provision or practice which disadvantages people of a particular age, race, gender reassignment, sexual orientation, religion, belief, sex, marital status or disadvantages people with disabilities or those that are pregnant or on maternity leave;
- Subject someone to harassment on account of age, race, disability, gender reassignment, sexual orientation, religion, belief, disability or sex;
- Victimise someone because s/he has made, or intends to make, a complaint or allegation or has given or intends to give evidence in relation to a complaint of discrimination on grounds of age, race, disability, gender reassignment, sexual orientation, religion, belief, marital status or pregnancy and maternity;
- Allow someone to be subjected to harassment by a 3<sup>rd</sup> party (e.g. customer or client) on account of age, race, disability, gender reassignment, sexual orientation, religion, belief, disability or sex;
- Discriminate against anyone and treat him/her less favourably than others on account of them being associated with someone of a particular age, race, disability, gender reassignment, sexual orientation, religion, belief, sex, marital status or pregnancy and maternity;
- Discriminate against anyone and treat him/her less favourably than others on account of others perceiving that they are of a particular age, race, disability, gender reassignment, sexual orientation, religion, belief, sex, marital status or pregnancy and maternity;
- Allow someone to be subjected to harassment by a 3<sup>rd</sup> party (e.g. customer or client) on account of age, race, disability, gender reassignment, sexual orientation, religion, belief, disability or sex;

- Discriminate against anyone and treat him/her less favourably than others on account of them being associated with someone of a particular age, race, disability, gender reassignment, sexual orientation, religion, belief, sex, marital status or pregnancy and maternity;
- Discriminate against anyone and treat him/her less favourably than others on account of others perceiving that they are of a particular age, race, disability, gender reassignment, sexual orientation, religion, belief, sex, marital status or pregnancy and maternity;