Camphill Wakefield

Equality, Diversity and Inclusion Policy and Procedure

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Camphill Wakefield

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Policy Summary

The Equality and Diversity Policy and Procedure of Camphill Wakefield outlines the commitment to providing an inclusive environment free from discrimination, harassment, and victimisation. This policy applies to all employees, students, volunteers, and other stakeholders. The policy covers responsibilities, forms of discrimination, recruitment and selection, staff training, student admissions, termination of employment, disability discrimination, fixed-term employees, breaches of the policy, relevant legislation, and the monitoring and evaluation of the policy. The policy is reviewed annually to ensure compliance and effectiveness.

Policy Purpose and Scope

1.1. This policy applies to all current employees, co-workers, students, agency workers, trustees, contractors, consultants, trainees, volunteers, visitors, part-time and fixed term employees and job applicants (collectively referred to as 'staff' in this policy) for all aspects of our relationships and to relations between staff members of all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment and contracts.

1.2. Equality of opportunity is a key and integral part of Camphill Wakefield's mission and we will take appropriate steps to advance equality of opportunity and will accommodate the requirements of different religions, cultures and domestic responsibilities.

1.3. Camphill Wakefield is committed to the principle of eliminating discrimination, harassment and victimisation on the basis of their gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, religion or belief, disability or age (the protected characteristics).

1.4. Camphill is committed to fostering an inclusive workplace, by including people in a way that is fair for all, empowering and enabling each person to be themselves and achieve their full potential and thrive at work.

1.5. Camphill Wakefield is also committed to the fostering of good relations and to encourage people with a protected characteristic to participate in public life or any other activity where participation is disproportionately low.

1.6. All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.

1.7. This Equality, Diversity and Inclusion Policy and Procedure does not form part of any employee's contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the organisation.

Responsibilities

2.1. Camphill Wakefield's trustees are responsible for promoting equal opportunities on behalf of the organisation, and for ensuring that effective policies and procedures are in place to ensure and continuously improve the quality of equal opportunities throughout Camphill Wakefield.

2.2. Leaders and managers are responsible to the trustees for ensuring that equal opportunity is continuously promoted and comprehensively implemented in all aspects of Camphill Wakefield's operation.

2.3. Camphill Wakefield's Senior Leadership Team is responsible for promoting, monitoring and reviewing the Equality, Diversity and Inclusion Policy and Procedure and for evaluating its effectiveness. Camphill Wakefield's Human Resources Manager is responsible for promoting, monitoring and implementing all aspects of Camphill Wakefield's Equality, Diversity and Inclusion Policy and Procedure relating to the employment of staff.

2.4. Trustees and managers within Camphill Wakefield are responsible for promoting equal opportunities, for improving the equal opportunities performance of their individual departments and for ensuring that effective monitoring and review systems are in place.

2.5. All staff of Camphill Wakefield have a responsibility for implementing the Equality, Diversity and Inclusion Policy and Procedure and promoting equal opportunities in all aspects of their work.

Forms of Discrimination

3.1. Discrimination by or against a member of staff is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect, and it may occur intentionally or unintentionally.

- **Direct Discrimination** - This occurs when a person is treated unfairly or less favourably because of one or more of the protected characteristics. Apart from limited exceptions to the general prohibition of discrimination, direct discrimination is automatically unlawful, whatever the reason for it. There can be no justification for the difference in treatment.

- **Associative Discrimination** – This occurs where a person is directly discriminated against or harassed for association with another person who has a protected characteristic (the exception to this is harassment because of marriage and civil partnership, and pregnancy and maternity as it is not covered).

- **Discrimination by Perception** -This occurs where a person is directly discriminated against or harassed based on a perception that the person has a particular protected characteristic, when in fact they do not (the exception to this is marriage and civil partnership, and pregnancy and maternity as it is not covered).

- **Indirect Discrimination** – This occurs where a provision, criteria or practice is applied that appears to affect everyone equally, but which in fact puts people who share a protected characteristic at a disadvantage.

- **Harassment** – This occurs when someone behaves in such a way that their conduct has the purpose or effect of creating an environment that is offensive, hostile, degrading, humiliating or intimidating for a person where

    - This is related to a protected characteristic (except pregnancy and maternity or marriage or civil partnerships)
    - This is of a sexual nature (sexual harassment)

- a person is treated less favourably because they have either submitted to or rejected sexual harassment, or harassment related to sex or gender reassignment (this is known as 'consequential harassment').

- **Victimisation** – is also prohibited. This occurs when a person experiences disadvantage because they have supported someone in making a complaint or an allegation of discrimination or because they personally have made an allegation of discrimination.

Equality and Diversity Procedure

4.1. Camphill Wakefield will endeavour to ensure that the following good practice informs the actions of staff and students at all times.

4.2. Camphill Wakefield seeks to ensure equality of opportunity and treatment for everyone in relation to all of its activities.

4.3. Camphill Wakefield recognises the existence of discrimination and is committed to making changes in any area of the organisation's practice where there is evidence of failure to provide an appropriate and professional service. It is committed to addressing areas of institutional failure, in relation to issues of religion, racism, gender, sexism, ageism, disability, sexual orientation, marital or civil partner status, pregnancy or maternity leave, gender reassignment, colour, nationality, ethnic or national origin or other inequalities.

4.4. Camphill Wakefield is committed to impact assess relevant policies and procedures, and adjust policies and procedures, and practice if impact assessments identify areas for improvement.

4.5. Camphill Wakefield is committed to analysing and publishing on an annual basis relevant college and organisational equality data which will both inform practice and identify areas for equality improvement in its performance.

Recruitment and Selection

5.1. We aim to ensure that no job applicant suffers discrimination because of any of the protected characteristics. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate. This links to our safer recruitment policy and recruitment policy.

5.2. We take steps to ensure that our vacancies are advertised to a diverse labour market and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in the organisation. Where appropriate, use may be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.

5.3. Applicants will not be asked about health or disability before a job offer is made.

5.4. There are limited exceptions which should only be used with the approval of HR.

Staff Training and Promotion and Conditions of Service

6.1. Staff training needs will be identified through regular employee performance and development reviews. All employees will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

6.2. Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.

6.3. Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff and service users who should have access to them and that there are no unlawful obstacles to accessing them.

Student Admissions

7.1. Camphill Wakefield will ensure that all prospective students are accorded equal opportunity in matters relating to enrolment and their learning experience.

Termination of Employment

8.1. We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

8.2. We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

Disability Discrimination

9.1. We encourage anyone who is disabled in any way to talk to us about their condition so that we can support that person as appropriate to their individual needs.

9.2. If a person with disabilities could potentially experience difficulties at work because of their disability, they will be encouraged to discuss with our Human Resources Manager any reasonable adjustments that would help overcome or minimise the difficulty. The Human Resources Manager will consult with the person and/or their medical adviser(s) about possible adjustments. We will consider each case carefully and try to accommodate needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

9.3. We will monitor the physical features of our premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other staff. Where reasonable, we will take steps to improve access for disabled staff and service users.

Fixed-Term Employees, Agency and Part time Workers

10.1. We monitor our use of fixed-term employees, agency workers and part time work, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities.

We will, where relevant, monitor their progress to ensure that they are able to access permanent vacancies.

Breaches of this Policy

11.1. If a staff member believes that they may have been discriminated against or been subject to harassment the person will be encouraged to raise the matter through our Anti-Bullying and Harassment Policy. If advice is needed on how to proceed the Human Resources Manager will help.

11.2. Allegations regarding potential breaches of this policy will be treated in the strictest confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under Camphill Wakefield's Disciplinary and Dismissal Procedure.

11.3. Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. Camphill Wakefield takes a strict approach to serious breaches of this policy and procedure.

Legislation

12.1. This policy reflects national UK and EU legislation in accordance with the Equality Act 2010 and guidelines on good practice.

Monitoring and Evaluation of this Policy

13.1. This policy will be monitored periodically by Camphill Wakefield SLT and will be updated in accordance with any required changes including those set out by statute.

13.2. Camphill Wakefield will continue to review the effectiveness of this policy to ensure that it is achieving its objectives. As part of this process we will monitor the composition of job applicants and the benefits and career progression of our staff.

13.3. Staff are invited to comment on this policy and suggest ways in which it might be improved.

Review

14.1. The policy will be reviewed annually by the Head of Performance for approval by the Board of Trustees.