



## EQUALITY, DIVERSITY AND INCLUSION POLICY

1.	<b>SUMMARY</b>	Updated EDI policy to include more inclusive language and more explicit statements on our commitment to furthering EDI in Ormiston Families.			
2.	<b>RESPONSIBLE PERSON</b>	Tori Burr Volunteering Manager			
3.	<b>ACCOUNTABLE DIRECTOR</b>	Karen Moore Director of People and Organisational Development			
4.	<b>APPLIES TO:</b>	All Ormiston Families' employees, trustees, volunteers and students on placement.			
5.	<b>GROUPS / INDIVIDUALS WHO HAVE OVERSEEN THE DEVELOPMENT OF THIS POLICY:</b>	SLT, Employee Forum			
6.	<b>GROUPS WHICH WERE CONSULTED AND HAVE GIVEN APPROVAL:</b>	SLT, Employee Forum			
7.	<b>EQUALITY IMPACT ANALYSIS COMPLETED:</b>	<b>Policy Screened</b>	26/01/21	<b>Template Completed</b>	26/01/21
8.	<b>RATIFYING COMMITTEE(S) &amp; DATE OF FINAL APPROVAL:</b>	SLT – 12/04/21			
9.	<b>VERSION:</b>				
10.	<b>AVAILABLE ON:</b>	<b>Hive</b>	X	<b>Website</b>	
11.	<b>RELATED DOCUMENTS</b>	Dignity at Work Policy Grievance Policy Recruitment and Selection policy Student Placement policy Volunteering policy Problem-solving procedure			
12.	<b>DISSEMINATED TO:</b>	All staff via the Hive			

BEFORE USING THIS POLICY ALWAYS ENSURE YOU ARE USING THE MOST UP TO DATE VERSION

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13.	<b>DATE OF IMPLEMENTATION:</b>	April 2021
14.	<b>DATE OF NEXT FORMAL REVIEW:</b>	April 2022

**DOCUMENT CONTROL**

<b>Date</b>	<b>Version</b>	<b>Action</b>	<b>Amendments</b>
October 2016	1.0	Policy first implemented	N/A
September 2019	1.1	Policy amended	General review by HR Manager.
January 2021	2	Policy reviewed	Substantial amendments made to entire policy by Tori Burr, Volunteer Manager
April 2021	2.1	Policy reviewed	Minor amendments post feedback from SLT and EE forum

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## 1. Introduction

- 1.1 Ormiston Families is committed to supporting and promoting Equality, Diversity and Inclusion (EDI). This includes challenging inequality and all forms of discrimination in both the workplace and the services we provide, to create environments where everyone is treated with dignity and respect.

## 2. Policy Statement

- 2.1 Ormiston Families values diversity and recognises that the different range of backgrounds, experiences, views, beliefs and cultures encourages creativity and innovation and has a positive impact on the organisation.
- 2.2 We understand that in order to progress equality and diversity we must create an inclusive environment. We are committed to creating a culture where everyone can contribute and reach their full potential.
- 2.3 This policy aims to put this commitment into practice. Compliance with this policy should also ensure that employees, trustees, students and volunteers do not commit unlawful acts of discrimination and that diversity and inclusion is embraced and valued, both internally and externally.

## 3. Who this policy applies to

- 3.1 This policy is applicable to Ormiston Families' applicants, employees, trustees, students on placement and volunteers.
- 3.2 Service users, visitors and contractors should also be treated fairly and must not be subjected to unlawful discrimination.

## 4. Definitions used in this policy

- 4.1 **Equality** is about equal access to opportunities and protects people from being discriminated against on the grounds of protected characteristics and is a legal obligation.

4.1.1 Under the Equality Act 2010 everyone is protected from discrimination on the basis of '**protected characteristics**' these are:

**Age, Disability, Gender Reassignment, Marriage and civil partnerships, Pregnancy and Maternity, Race, Religion or belief, Sex and Sexual Orientation.**

- 4.2 **Diversity** can be described as celebrating differences and recognising that harnessing these differences contributes to the creation of an environment where everyone is valued.
- 4.3 **Inclusion** is endeavouring to meet the different needs of people, treating individuals fairly and respectfully to enable them to achieve their full potential and contribute to the organisation's successes.
- 4.4 **Direct discrimination** occurs when someone is treated less favourably than another because of a protected characteristic.
- 4.5 **Indirect discrimination** occurs when an organisation's practices, policies, or procedures have the effect of disadvantaging people who share certain characteristics.

- 4.6 **Associative discrimination** is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
- 4.7 **Victimisation** occurs when an employee is treated less favourably because they have made or supported a complaint in relation to the Act, or they are suspected of doing so.
- 4.8 **Harassment** is uninvited and unwanted behaviour related to a protected characteristic and makes a person feel intimidated or humiliated.
- 4.9 **Perceptive discrimination** is a form of direct discrimination and occurs when a person is treated less favourably because others wrongly think they have a protected characteristic and treat them based on such perception.
- 4.10 **Reasonable adjustments:** Failure to make reasonable adjustments is where a physical feature, 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.
- 4.11 **Allyship** involves a person from a non-marginalised group working in partnership with a marginalised group and using their position to advocate for and further the interests of the marginalised group.

## 5. Roles and responsibilities

### 5.1 Ormiston Families expects all Directors and Managers to:

- Create a non-judgemental and supportive working environment and set a positive example by ensuring their actions and behaviours promote EDI
- Implement the EDI Policy as part of their day to day management of staff and in applying employment policies and practices in a fair and equitable way
- Ensure that individuals in their area are aware of their legal responsibilities and Ormiston Families' EDI policy
- Ensure that all employees, volunteers and students act in accordance with the EDI policy, providing necessary support and direction
- Acknowledge and value individual's differences within a team and actively promote the benefits of diversity
- Encourage employees, students and volunteers to maximise their contribution to the work of Ormiston Families and support them to reach their full potential
- Ensure that proper records or employment decisions are maintained, and regular reviews of employment practices are carried out
- Ensure that complaints are dealt with fairly, thoroughly and in a timely manner
- Ensure all employees are aware of the Dignity at Work policy and feel empowered to raise any concerns they have about the behaviour of another individual.

### 5.2 Human Resources are responsible for:

- Providing guidance to directors, managers and staff on equality, diversity and inclusion

- Monitoring employment policies and practices relating to equality, diversity and inclusion
- Supporting managers in investigating any issues raised
- Collating and monitoring data on ethnic origin, age range, gender, disability, belief or religion and nationality and to provide statistics about the diversity of Ormiston Families' workforce.

**5.3 Ormiston Families expects employees, trustees, students and volunteers to:**

- Behave in a way that respects and values the diversity of others
- Assist the organisation to meet its EDI commitment and to avoid unlawful discrimination
- Report discrimination where and whenever it arises – this includes discriminatory behaviour, or harassment, between colleagues, service users and volunteers, in the practices of a partner organisation, or in any other area of Ormiston Families' work.

**6. Equality, Diversity and Inclusion Policy**

6.1 Ormiston Families will ensure the EDI policy is accessible and understood by employees, trustees, volunteers and students.

6.2 All employees, trustees, volunteers and students must embrace, promote and celebrate diversity within the working environment and confront and challenge discrimination wherever it arises.

6.3 Ormiston Families will strive to create a working environment that advocates for dignity and respect for all.

6.4 We will take positive action to develop an inclusive culture where individual differences and the contributions of our employees, trustees, volunteers and students are recognised and valued.

6.5 Ormiston Families will not tolerate discrimination because of a protected characteristic (age, disability, gender reassignment, race, religion or belief, marriage or civil partnership, pregnancy or maternity, sex, or sexual orientation).

6.5.1 In addition, Ormiston Families will not discriminate because of working patterns, or trade union membership, nor will we tolerate harassment or bullying on these or any other grounds.

6.6 Ormiston Families will seek to ensure that all staff have equal access to the full range of facilities and that adjustments to working and learning practices are considered wherever reasonably possible, in order to provide equality within the working environment.

6.7 Ormiston Families will monitor our EDI workforce data so that we can strive to reflect the communities we serve.

6.8 Ormiston Families will monitor our EDI service user data where possible, to enable us to address any gaps and set targets to enhance our services for those we work with.

- 6.9 We will develop and implement an EDI strategy to further embed and advance EDI practice in Ormiston Families.
- 6.10 We will build networks and allyships with relevant organisations and communities to continue to develop EDI best practice and support colleagues and service users to the best of our ability.

## **7. Training**

- 7.1 Ormiston Families' employees, trustees, volunteers and students should be made aware of this policy as part of their induction.
- 7.2 Ormiston Families' employees, trustees, volunteers and students are all required to complete equality and diversity training as part of the Educare training package upon induction.
- 7.3 Ormiston Families will regularly organise additional, mandatory EDI training as appropriate, to inform best practice e.g. LGBTQ+ training.
- 7.4 We will seek to collaborate and involve employees, volunteers, students and service users and any other interested parties on EDI issues and initiatives and strive to raise awareness of the importance of EDI in the communities we serve.

## **8. Dissemination and implementation**

- 8.1 This policy will be placed on the Hive and employees, trustees, volunteers and students will be emailed a link to it whenever it is updated.

## **9. Monitoring**

- 9.1 Compliance of this policy will be monitored by the HR Department and EDI Lead as applicable, in consultation with the employee forum.

9.1.1 An annual report will be produced detailing EDI progress in relation to the EDI strategy and action plan.

9.1.2 Educare completion statistics are reported on quarterly by the Quality and Development Manager and Volunteering Manager and presented to the Safeguarding Advisory Group.

### **9.2 Non-compliance:**

9.2.1 Employees should be aware that they can be held personally liable as well as, or instead of, Ormiston Families for any act of unlawful discrimination.

9.2.2 Employees should be aware that those who commit serious acts of harassment may be guilty of a criminal offence.

9.2.3 Acts of discrimination, harassment, bullying or victimisation against employees, volunteers, students, service users or contractors are disciplinary offences and will be dealt with under the organisation's disciplinary procedure.

9.2.4 Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

**9.3 Employee complaints:**

9.3.1 If you consider that you may have been unlawfully discriminated against, please refer to the organisation's grievance procedure.

9.3.2 If your complaint involved bullying or harassment, the grievance procedure is modified as set out in the Dignity at Work policy.

**9.4 Volunteer/student placement complaints:**

9.4.1 Volunteer and student complaints will be dealt with in accordance with the problem-solving procedure.

**9.5 Service user/Visitor/Contractor complaints:**

9.5.1 Complaints from any of the above should be referred to the relevant service manager.

**10. Review**

10.1 This policy will be reviewed by the EDI Lead on an annual basis and directly following any changes to legislation and guidelines. Any changes will be reported to the Director of People and Organisational Development.

## **Appendix A – Protected characteristic definitions**

1. Under the Equality Act 2010 everyone is protected from discrimination on the basis of **'protected characteristics'** these are:
  - **Age:** The Act protects people of all ages. However, if different treatment because of age can be justified and is a proportionate means of meeting a legitimate aim, this will not be considered discrimination.
  - **Disability:** A person has a disability if they have a physical or mental impairment which has a substantial and adverse long-term effect on that person's ability to carry out normal day-to-day activities.
  - **Gender Reassignment:** A person who is proposing to, or is currently undergoing, or who has undergone a process to change their gender. A person will not necessarily have to be planning, or undergoing a medical procedure to change their sex, but they must be taking steps to live in their new gender, or proposing to do so, e.g. coming out to friends. This characteristic is also inclusive of people identifying as genderfluid and non-binary. A more inclusive term may be 'people of trans experience'.
  - **Marriage and civil partnerships:** The Act protects employees who are married or in a civil partnership.
  - **Pregnancy and Maternity:** Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably due to breastfeeding.
  - **Race:** Refers to a group of people defined by their race, colour, or nationality, ethnic, or national origins.
  - **Religion or belief:** This includes any religion, as well as a lack of religion (for instance service users and employees are protected if they do not follow a certain religion). Belief includes religious and philosophical beliefs including lack of belief. Generally, a belief should affect your life choices or the way you live.
  - **Sex:** A man or woman .i.e. being male or female.
  - **Sexual Orientation:** Defined as a person's sexual attraction towards their own sex (gay or lesbian), the opposite sex (heterosexual) or to both sexes (bisexual).