



# EQUALITY AND DIVERSITY POLICY

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## Equality & Diversity

### 1. Policy Statement

1.1. Human Appeal has a strong and long-standing commitment to equality, diversity, inclusion and to promoting a positive culture which celebrates difference, challenges prejudice and ensures fairness.

1.2. Our staff are our greatest assets and all members of Human Appeal should expect to be able to excel, and to be respected and valued for their unique perspectives and contributions.

1.3. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

### 2. Policy Objective

2.1. The aim of the Equality Act 2010 and our policy is to deliver equality in job opportunities and ensure fairness for all employees and job applicants. This policy seeks to ensure that occurrences of bullying, harassment and discrimination in regards to equality and diversity are taken seriously, and dealt with promptly with due sensitivity. We hope to set out the framework for raising, addressing and resolving concerns about individual or organisational behaviour.

This commitment is relevant to all we do, how we manage ourselves and how we deliver our services.

### 3. Definition of Terms

3.1. Diversity is about understanding, recognising, respecting and valuing differences.

3.2. Equality is about managing differences so that everyone has equal opportunity through a fair and consistent approach to the application of rules, policies and procedures. We recognise that sometimes this will mean treating people differently.

### 4. Roles and Responsibilities

4.1. All employees at all levels will demonstrate their commitment to promoting equality and diversity, and take responsibility for progress, and all staff have a personal responsibility to treat everyone with respect, consideration and without prejudice and to promote the same levels of behaviour in colleagues.

4.2. Staff must:

4.2.1. Demonstrate respect and integrity in our interactions with individuals and groups.

4.2.2. Work and study collaboratively, collegially and effectively in teams within and across organisational units.

4.2.3. Identify and challenge unacceptable behaviour when it occurs, even if it is not directed at ourselves.

4.2.4. Address and resolve matters ourselves, where reasonably possible, in a positive and constructive way.

4.2.5. Raise more serious concerns with relevant staff and participate positively in approaches to resolve them.

4.2.6. Modify our behaviour should we become aware that we have behaved unacceptably in relation to this policy, even if no complaint has been made.

#### 4.3. Managers:

4.3.1. Managers of all levels have the responsibility for the development of equality and diversity, to lead by example and ensure that progress is reviewed and further actions instigated as necessary.

## 5. Policy Provisions

#### 5.1. We will promote equality and diversity across all areas:

5.1.1. We aim to be a fair, unbiased and professional public service.

5.1.2. Our priority is to meet beneficiaries' needs.

5.1.3. We are committed to, and promote, equality and diversity.

5.1.4. We are proud of our staff, respect their views and invest in helping them meet their potential.

5.1.5. At all times we are accountable for our performance.

5.1.6. We are one organisation, no matter where we are based or what job we do.

#### 5.2. Under the Equality Act 2010, it is unlawful to discriminate against people at work because of nine areas termed in the legislation as protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

#### 5.3. Human Appeal commits to:

5.3.1. Encouraging equality and diversity in the workplace as they are good practice and make business sense;

5.3.2. Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued

5.3.3. Thinking before making personal comments to or about others; and,

5.3.4. Promoting dignity and respect in the workplace

5.3.5. This commitment includes training managers and all other employees about their rights and responsibilities under the Equality Act 2010.

5.3.6. We firmly believe that everyone should be treated with dignity and respect at work and encourage staff to meet their full potential. See Dignity and Respect at Work Policy

#### 5.4. Training and Promotion:

5.4.1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

5.4.2. All promotion will be in line with this policy. See Promotion Cycle.

### 6. Monitoring

6.1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

6.2. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

### 7. Procedure

Human Appeal's Grievance Process Map sets out how to report discrimination/bullying and harassment.

### 8. Policy Review

This policy was prepared by the People & Culture function at Human Appeal. It will be reviewed on a bi-annual basis to ensure continuing appropriateness