



## Equality and Diversity Policy

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<b>Revised</b>	July 2020
<b>Sent to CTCIC Board for comments</b>	22 <sup>nd</sup> July 2020
<b>Ratified by CTCIC Board</b>	22 September 2020
<b>Staff/volunteer training delivered</b>	Included in staff induction and Volunteer Handbook. Sent to staff 12 November 2020

This policy covers Connected Together CIC and *all* its contracts and managed organisations, for example Healthwatch Northamptonshire (HWN) and Healthwatch Rutland (HWR).

This document does not form part of your contract of employment/volunteering and may be changed from time to time in line with current best practice and statutory requirements. Staff and volunteers will be notified of updates.

**Connected Together CIC** is committed to encouraging equality and diversity among our employees and volunteers and eliminating unlawful discrimination.

The aim is for our employees and volunteers to be truly representative of all sections of society and our customers, and for each colleague to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public

The policy's purpose is to:

- Provide equality, fairness and respect for volunteers and all in our employment, whether temporary, part-time or full-time
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

The organisation commits to:

- encourage equality and diversity in the workplace as they are good practice and make business sense
- create 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 and volunteers are recognised and valued
- This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff and volunteers conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination
- All staff and volunteers should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities

- Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice
- Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 - which is not limited to circumstances where harassment relates to a protected characteristic - is a criminal offence
- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- Monitor the make-up of the employees and volunteers regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy
- Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues
- The equality policy is fully supported by senior management.
- Details of the organisation's grievance and disciplinary policies and procedures can be found in policy and procedures files, staff and volunteer handbooks and are referred to at induction. This includes with whom an employee should raise a grievance - usually their line manager.
- Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.