



## Equality, Diversity and Inclusion Policy

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## **1. Introduction - Our Commitment at innov8 Workshops to Equalities, Diversity and Inclusion**

innov8 Workshops and its Trustees are totally committed to equality of opportunity for all its service users, staff, volunteers and Trustees. We are opposed to all forms of discrimination on the grounds of race, ethnic or national origin, religion or belief, gender, gender identity, marital status, sexual orientation, disability, age, class, immigration status, language, appearance, caring responsibilities, or other unjustifiable discrimination. See Appendix A for more information.

This policy document spells out how we will endeavour to make our organisation accessible and welcoming to all. innov8 Workshops will work to promote this policy in all matters of staff recruitment, training, employment and selection of both staff and volunteers.

To emphasise our commitment to the delivery of this policy the Trustees of innov8 Workshops will monitor the effectiveness of our Equal Opportunity's Policy and publish key information to evidence adherence to it. All staff, volunteers and trustees are committed to implementing this policy.

We hope that all service users will take time to read this policy and let the Senior Management Team know of any suggestions or comments. Suggestions will be given urgent and serious consideration and a full response.

Our organisation commits to:

- Encourage equality, diversity and inclusion in the workplace
- Create a working environment free of unlawful discrimination, promoting dignity and respect for all, and where individual differences are celebrated, and the contributions of all staff are recognised and valued. This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Staff are expected to conduct themselves in a way that strengthens our commitment to providing equal opportunities in employment, and preventing bullying, harassment, victimisation and unlawful discrimination.
- Take seriously complaints of discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organisation's work activities. Such acts will be dealt with as misconduct under our disciplinary procedure, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal.
- Making opportunities for annual 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.
- Make decisions concerning staff based entirely on merit

## **2. The purpose of this policy**

The policy's purpose is to ensure all people in our employment and who use our service are treated equally, fairly and with respect, whether temporary, part-time or full-time. It highlights our commitment to protect staff and users of innov8 from any discrimination based on the protected characteristics and 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.

### **3. Our Statement of Principles**

Equality of opportunity for all sections of our workforce and the communities we serve is a core value at innov8 Workshops. We exist to provide 1-1 relational mentoring alongside the opportunity to learn practical skills for the hardest to reach young people. Everyone associated with innov8 Workshops has a role to play in the promotion of equal opportunities through their work with colleagues and clients as well as all other stakeholders.

We recognise that certain groups face discrimination on the grounds of race, sex, gender identity, age, disability, sexuality, religious belief and other unjustified reasons. This discrimination can arise from practices of organisations and social institutions or the prejudices and negative attitudes of individuals. Discrimination leads to social exclusion of some people in these groups. To address these issues, we ALL have a duty to ensure we act to remove discrimination from our policies, structures and practices and to promote equality in all areas of our work and wider influence. We are committed to the fair treatment of all people with protected characteristics by ensuring that our structures, policies, procedures, and the behaviour of our employees are appropriate to the needs of all sections of the community. We will actively work to tackle discrimination in all its forms by promoting diversity, inclusion and equality. Any reported incidents of discrimination will be treated seriously and with sensitivity.

At a time of dramatic change and increasing pressure on scarce resources, seeking and achieving equality of opportunity is of fundamental importance. Through its service users, staff, volunteers and trustees, innov8 Workshops will aim to meet challenges of the workplace, in service delivery and all other areas we can influence whilst ensuring equality of opportunity.

### **4. The Law**

We will comply with and, where it is reasonable, practical and proportionate to do so, go beyond the requirements of the *Equality Act 2010*.

The *Equality Act 2010* replaces the *Equal Pay Act 1970*, the *Sex Discrimination Act 1975*, the *Race Relations Act 1976*, the *Disability Discrimination Act 1995*, much of the *Equality Act 2006*, the *Employment Equality (Religion or Belief) Regulations 2003*, the *Employment Equality (Sexual Orientation) Regulations 2003*, the *Employment Equality (Age) Regulations 2006*, and the *Equality Act (Sexual Orientation) Regulations 2007* (where applicable, as subsequently amended), plus other ancillary pieces of legislation.

The Act defines nine protected characteristics:

- Age
- Disability



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

See Appendix A for definitions of these terms.

We are also committed to meeting our statutory obligations under the following legislation and codes of practice:

*Humans Rights Act 1998*

*Rehabilitation of Offenders Act 1974*

**This is a mandatory policy and should be known and understood by everyone connected with innov8 Workshops.**

## 5. Procedures

### Trustees

Trustees are responsible for ensuring that innov8 Workshops meets its legal responsibilities, including those relating to Equalities legislation. All trustees accept and work to the Equality, Diversity and Inclusion Policy and monitor its implementation by receiving and analysing regular reports.

Trustees will review employment practices and procedures at least annually to ensure fairness and also update them and the policy to take account of changes in the law.

Trustees will monitor the demographic of the workforce regarding age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in this policy. Appropriate metrics will be published as part of innov8 Workshops annual report. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and taking action to address any issues.

This policy is fully endorsed by the management team.

### Employment practices

Recruitment and selection - All job advertisements and job descriptions state that innov8 Workshops is committed to equal opportunities. Job descriptions, person specifications and application forms are reviewed as each vacancy arises to ensure they are directly relevant to the post. Consideration is given as to whether the job can be shared and whether working hours can be flexible.



Application forms ask only for information relevant to the post. All vacant posts are advertised widely including through local community networks and forums to encourage applications from all sections of the community. Information sent to applicants includes a job description and person specification detailing essential and desirable attributes.

Participants in any interview process have appropriate training and/or experience and reflect as far as possible the communities innov8 Workshops serves. Short-listing and selection for the post is carried out objectively on job-related criteria, specified in the job description and person specification. Trustees or staff with knowledge of a candidate will use only the applicant's application form to judge suitability for short-listing.

Interview questions relate directly to the person specification, job description and application forms. Questions are not varied according to the age, disability, gender reassignment, marriage/civil partnership, pregnancy & maternity, race, religion & belief, sex, sexual orientation or circumstances of any applicant.

Decisions taken at short-listing and interviewing are recorded. Feedback is made available to unsuccessful interviewees on request.

DBS checks are an essential part of the recruitment process. innov8 Workshops' DBS policy included in its Safer Recruitment Policy guides this process and considers the *Rehabilitation of Offenders Act 1974*.

Acceptance of this Policy is a condition of employment, and all employees must work to this policy. innov8 Workshops terms and conditions of employment are set out in the employee handbook, with reference to equalities they include:

- All new staff members receive a planned induction. The induction process is designed to meet the needs of the staff member and the requirements of the post.
- All staff have regular supervision. This format involves a section where staff can raise issues relating to equality and diversity. All staff have an annual appraisal conducted by the Operations Director, Operations Manager and/or Trustees.
- All staff are informed of the Grievance and Disciplinary Procedure during induction.
- innov8 Workshops will ensure all staff receive equal and fair access to learning and development opportunities. innov8 Workshops will strive to meet training and development needs as appropriate within the capacity of our resources.
- innov8 Workshops will consider the individual circumstances of a member of staff within the scope of the Equality Act, providing the needs of our service are met. This may include actions such as reasonable adjustment to the employee's working environment or flexible working patterns.



- innov8 Workshops is committed to ensuring that all employees and volunteers have a workplace free from victimisation, bullying and harassment, the relevant policies and procedures and how to report incidents are contained in our employee handbook and are reviewed and updated regularly.

## **Appendix A – Protected Characteristics in the Equality Act 2010**

**Age** - An age group includes people of the same age and people of a particular range of ages. The Act protects people of all ages.

**Disability** - This protected characteristic defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The social rather than the medical model of disability is used in considerations around making a reasonable adjustment.

**Marriage and civil partnership** - The Act protects employees who are married or in a civil partnership against discrimination in employment because they 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 because she is breastfeeding.

**Gender Reassignment** - The protected characteristic of gender reassignment for the purposes of law is where a person has proposed, started or completed a process to change their sex. A transgender person has the protected characteristic of gender reassignment. A woman making the transition to being a man and a man making the transition to being a woman, both share the characteristic of gender reassignment, as does a person who has only just started out on the process of changing his or her sex, and a person who has completed the process.

**Race** - People who have or share characteristics of nationality or ethnic or national origins, can be described as belonging to a particular racial group. A racial group can be made up of two or more different racial groups.

**Religion or Belief** - This is the protected characteristic of religion or religious or philosophical belief, which is stated to include for this purpose a lack of religion or belief. It is a broad definition in line with the freedom of thought, conscience and religion guaranteed by Article 9 of the European Convention on Human Rights. The main limitation for the purposes of Article 9 is that the religion must have a clear structure and belief system. Denominations or sects within a religion can be considered to be a religion or belief, such as Protestants and Catholics within Christianity. The criteria for determining what is a 'philosophical belief' are that it must be genuinely held; be a belief and not an opinion or viewpoint based on the present state of information available; be a belief as to a weighty and substantial aspect of human life and behaviour; attain a certain level of cogency, seriousness, cohesion and importance; and be worthy of respect in a democratic society, compatible



with human dignity and not in conflict with the fundamental rights of others. So, for example, any cult involved in illegal activities would not satisfy these criteria.

**Sex** - References in the Act to people having the protected characteristic of sex mean being a man or a woman, and that men share this characteristic with other men, and women with other women. The Act protects both men and women.

**Sexual Orientation** - The protected characteristic of sexual orientation is defined as being a person's sexual orientation towards people of the same sex as him or her (in other words the person is a gay man or a lesbian), people of the opposite sex from him or her (the person is heterosexual), or people of both sexes (the person is bisexual).

## **Appendix B - Definitions of Discrimination**

### **Direct Discrimination**

Treating someone less favourably on prohibited grounds (gender/gender identity/race/disability/sexual orientation/religion or belief/age/socio-economic status) than another would be treated in comparable circumstances, where the treatment cannot be objectively justified (e.g. by a genuine occupational requirement). Direct discrimination is unlawful under all anti-discrimination law. Example: Failing to offer a man a job because he is gay.

### **Indirect Discrimination**

Applying a provision, criterion or practice which disadvantages people of a particular group unjustifiably or disproportionately (where that group is by defined by sex, race, disability, sexual orientation, religion or belief or age). Example: Requiring job applicants to have a set number of years' experience may indirectly discriminate against women who have taken a career break.

### **Discrimination by Association**

Discrimination by association is the form of discrimination that occurs when the discriminatory ground applies to a person, but another person is detrimentally treated in consequence. Sometimes, the phrase "transferred discrimination" has been preferred as a way of describing more accurately what has taken place within certain situations.

### **Discrimination by Perception**

Discrimination by perception is discrimination against someone because they are wrongly perceived to have a certain protected characteristic, for example where an employer believes an employee is gay, or is of a particular race, and treats them less favourably as a result. This is unlawful discrimination under the *Equality Act 2010*.

## **Appendix C – Sources of External Information and Support**

The Commission for Equality and Human Rights – CEHR



0161 8298100 - England main number

<http://www.equalityhumanrights.com/>

ACAS

<https://www.acas.org.uk/improving-equality-diversity-and-inclusion>

Employers Forum on Disability

<http://www.efd.org.uk/>

Campaign to transform attitudes to disability, tackle injustice and inspire action

<https://www.scope.org.uk/>

Stonewall – Campaign Group for the Lesbian, Gay and Bisexual Community

<http://www.stonewall.org.uk/>

Beaumont Trust – Registered Charity working for Transgender Equality

<http://www.beaumont-trust.org.uk/>

Gender Trust – Registered Charity working for those with gender identity issues

<http://www.gendertrust.org.uk/>

Fawcett Society – Working to eliminate discrimination between women and men

<http://www.fawcettsociety.org.uk/>

HM Government Office for Equalities – Secretary of State

<http://www.equalities.gov.uk/>

