



Equality and Diversity Policy

Date approved by BoT: 26/03/2018				
Is reviewed:	Annually: <input checked="" type="checkbox"/>	Bi-annually:	Project Determined:	
Policy applies to:	All: <input checked="" type="checkbox"/>	Trade Staff:	Trustees:	Volunteers:
Staff member responsible for policy monitoring and implementation		Name:		
		Job Title:		
Date for review:	March 2019			

Policy will be reviewed sooner in response to changes in related legislation or guidance.

All aspects of the policy are monitored as ongoing practice. Review will be carried out by the Board of Trustees.

Note: An 'Equal Opportunities Policy Statement' for public display is appended to this document and to be reviewed in line with the policy.

I. Equality and diversity statement

1. Trade Sexual Health (Trade) aims to promote equality and diversity as an organisation and seeks to ensure that equality and diversity principles underpin all areas of our work and service provision.
2. Trade recognises that many people and groups suffer discrimination and face serious barriers when trying to fulfil their true potential. It also recognises that not all forms of unreasonable and unfair discrimination are subject of legislation. It is the aim of Trade to take positive steps to redress discrimination, to improve equality of opportunity and to combat any unreasonable or unfair treatment which places people at a disadvantage for any reason not directly related to their ability to work/ volunteer for Trade or their eligibility to receive services from us.
3. It is unlawful to discriminate against people on grounds of "age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion or belief (including lack of belief), sex and sexual orientation" (Equality Act, 2010)
4. However we recognise that people may experience discrimination for many additional social, educational and economic reasons such as their gender, sexuality, language, nationality, ethnic and national origin, race, colour, health,

physical or mental disability, HIV status, caring responsibilities, age, trade union activity, where they live, how they speak and whether they work part time, on a fixed-term contract or flexibly. This policy will apply equally to all these circumstances.

5. Trade will not tolerate discrimination, harassment, bullying, victimisation or abuse of people who are members of staff/volunteers or of people connected with the services provided by Trade.
6. The following definitions of types of discrimination (Equality Act, 2010) support our working understanding and monitoring
 - **Direct Discrimination** occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see 'perceptive discrimination' below) or because they associate with someone who has a protected characteristic (see 'associative discrimination' below).
 - **Associative Discrimination** already applies to race, religion or belief and sexual orientation. This is now extended to cover age, disability, gender reassignment and sex. It means direct discrimination against someone because they associate with another person with a protected characteristic.
 - **Perceptive Discrimination** already applies to age, race, religion or belief and sexual orientation. This is now extended to cover disability, gender reassignment and sex. It means direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person doesn't actually possess that characteristic.
 - **Indirect Discrimination** already applies to age, race, religion or belief, sex, sexual orientation and marriage and civil partnership. This is now extended to cover disability and gender reassignment. Indirect discrimination can occur when an employer has a condition, rule, policy or even a practice in the company, that applies to everyone but particularly disadvantages people who share a protected characteristic.
 - **Harassment** is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. Harassment applies to all protected characteristics except for pregnancy, maternity, marriage and civil partnership. Employees will be able to complain of behaviour they find offensive – even if it is not directed at them. Employees do not need

to possess the relevant characteristic themselves and are also protected from harassment because of perception and association.

- **Third Party Harassment** occurs already applies to sex and is now extended to cover age, disability, gender reassignment, race, religion or belief and sexual orientation. The Equality Act makes the employer potentially liable for harassment of employees and service users by people (third parties) who are not employees such as customers, clients and visitors. The employer will only be liable when harassment has occurred on at least two previous occasions, they are aware it has taken place, and have not taken reasonable steps to prevent it from happening again.
- **Victimisation** occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act, or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

See also: Trade Anti-Harassment & Bullying Policy as this contains further clarifications regarding terminology.

II. Management issues and delivery mechanisms

1. Trade's board of trustees has ultimate responsibility for the equality and diversity policy. It is however the responsibility of staff to implement, monitor and evaluate the equality and diversity policy in terms of employment practice and service delivery. Staff are also under a duty to ensure that the Board of Trustees is regularly kept informed of the policy's implementation and the implications of the Board of Trustees' decisions and policies for equality and diversity issues.
2. All employees, volunteers will be informed that an equality and diversity policy is in operation and are bound to comply with its requirements.
3. Staff, trustees and volunteers are to be given a copy of the whole policy upon appointment/ election, and whenever the policy is modified.
4. Trade's grievance and disciplinary procedures will be used to deal with any complaints about discrimination, harassment or bullying involving staff.
5. Trade seeks a broad and representative Board of Trustees. It is expected that when staff, volunteers or trustees represent Trade on committees of other agencies they will ensure that the equality and diversity principles are adopted and practiced when representing Trade.

III. Employment practices

1. Trade aims to promote equality and diversity as an employer and to ensure that no job applicant/ employee or potential volunteers receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable within the context of the policy.
2. Trade regards discrimination, harassment, abuse, victimisation or bullying of staff, clients or of others in the course of work as disciplinary offences that could be regarded as gross misconduct. Condoning such behaviour could also be treated as a disciplinary offence. As well as disciplining the perpetrator(s), we will give appropriate support to people who complain of harassment of themselves or others.
3. Selection, recruitment, training, promotion and employment practices generally will be subjected to regular review to ensure that they comply with the equality and diversity policy. In particular, selection and recruitment procedures should be reviewed no less than annually in order to try and constantly improve equality and diversity practices.
4. Trade will attempt to accommodate staff requests to work flexibly, whether part-time or some other working arrangement, for whatever reason, so long as agreement is consistent with the needs of the organisation. Trade will also encourage initiatives designed to help staff who wish to return to work after a career break where applicable.
5. Trade's terms and conditions of employment allow for paternity and partner leave in addition to standard maternity leave, in accordance with current legislation. Allowance is also made for compassionate and dependant's leave to deal with domestic emergencies. Individual applications for leave will be dealt with by Board of Trustees as they arise.
6. We recognise that organisations are obliged under the Disability Discrimination Act to make reasonable adjustments to accommodate disabled people and to enable them to do their job without unnecessary difficulty. We will make adjustments which are reasonable, Whether or not we are obliged to do so by law, and whether or not a disabled applicant or employee/potential volunteers is covered by the definition of disabled under the DDA.
7. We accept our obligation not to discriminate against applicants and employees/ potential volunteers on the basis of their religion. We also respect the beliefs of all staff. Providing it does not disrupt others or affect their ability to carry out their work. We will try to accommodate employees religious beliefs by:
8. Allowing time and if possible a place for prayers during the working day and at the workplace

9. Considering employee's dietary requirements in catering for staff and when providing facilities for staff to eat and store food
10. Allowing staff of a particular faiths to take their holidays for religious festivals and other religious observance, if necessary giving them priority over other members of staff not of that religion
11. Trying to arrange job interviews or other important work meetings at times when they do not clash with important religious festivals
12. Not imposing a dress code with which people of a particular religion cannot comply
13. Trade will operate an annual staff appraisal system. Training or education development to enhance potential within the existing job, arising out of needs identified through appraisal or from other circumstances will, where appropriate or possible, be provided by Trade. Trade may, in certain circumstances, allow for paid or unpaid leave for training or educational purpose.
14. Trade will take whatever positive action is required where previous experience demonstrates that under-representation of any particular group has occurred in recruitment. Where appropriate and where permissible under the relevant legislation, employees from under-represented groups will be given training and encouragement in order to promote equality and diversity within Trade.
15. All training opportunities will be published widely to all appropriate employees and not in such a way as to exclude or disproportionately reduce the numbers of applications from a particular group.

IV. Service delivery

1. Trade seeks to ensure that its services are accessible to all sections of the community it serves.
2. Trade will make public its commitment to combating discriminatory attitudes where these are encountered.
3. Trade will attempt to ensure that none of its policies discriminate directly or indirectly against any group or individual.
4. Trade will adopt a complaints procedure that will include its objectives with regard to equality and diversity in service delivery. Please refer to our complaints policy.
5. Trade will attempt to find ways of making our service accessible to everyone, including people for whom English is not a first language, people with visual or

hearing impairments, and people who live in remote rural areas and/or cannot easily travel.

6. Trade will take all reasonable steps to ensure that all its activities are carried out in premises operated by or used by Trade are not accessible for particular individuals, Trade will arrange alternative meeting places. This will include committee meetings.
7. Trade will be sensitive to the particular needs of service users by trying to provide for example, translation, childcare facilities run by vetted carers and, when providing food, having regard to religious and other dietary requirements.
8. Trade will operate a variety of means to allow people to contact staff and trustees.

V. Monitoring and evaluation

1. Trade will regularly evaluate its services and the effectiveness of its equality and diversity policy, by a variety of means.
2. Monitoring may be carried out by Trade to provide the data for this regular evaluation. For instance, Trade may ask clients using our services, job applicants, volunteers and trustees and trustees for information about their ethnic origin, disability, marital status, age or other personal information. We will only do this for a specific defined purpose such as collecting statistical data for funders, for research or for our own monitoring to evaluate this policy's impact.
3. Trade will be sensitive to groups and individuals and will have due regard for the principles of data protection when seeking information.

VI. Review of this policy

1. Trade's commitment to equality and diversity is an active one. This document should be amended on a regular basis as part of this active commitment.
2. Trade's equality and diversity policy will be reviewed [annually/on an on-going basis] as an integral part of the business of the staff/volunteers team and trustees.
3. Trade will also seek to keep abreast of new developments in equality and diversity practices actively seek information on this issue.

VII. Relevant Legislation

1. The new Equality Act came into force in October 2010 and replaces all previous equality legislation in England, Scotland and Wales – namely the Race

Relations Act 1976, the Disability Discrimination Act 1995, the Sex Discrimination Act, the Equal Pay Act, the Employment Equality (Age) Regulations 2006, The Civil Partnership Act 2004, the Employment Equality Regulations 2003 (religions and belief and sexual orientation).

2. The Equality Act 2010 protected characteristics are: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
3. In valuing diversity Trade is committed to go beyond the legal minimum regarding equality.
4. The Equality Act 2010 harmonises and strengthens and replaces most previous equality legislation. The following legislation is still relevant:
 - The Human Rights Act 1998.
 - The Work and Families Act 2006.
 - Employment Equal Treatment Framework Directive 2000 (as amended)



Equal Opportunities Policy Statement

Trade Sexual Health (Trade) recognises that groups and individuals in society are discriminated against in ways which affect their ability to participate on an equal basis with others at work and in all aspects of life. This discrimination conflicts with the values and principles of the organisation. These include challenging bias and stereotypes, identifying the causes of injustice and inequality and exploring possibilities for change.

Trade ensures compliance with its obligations under the Equalities Act 2010.

In pursuit of these aims we are striving to become an equal opportunities employer and to ensure, as far as possible, that workers are recruited from all sections of the community.

We aim to make the services which Trade offers relevant and accessible to everyone, and sensitive to differing individual needs. We aim to promote equal opportunities and anti-oppressive practice in all aspects of our work and to ensure that Trade employees, sessional staff, consultant staff, counselling staff, volunteers, Board of Trustees and service users, are not discriminated against because of their; age, disability, gender history, marital/civil partnership status, pregnancy/maternity/paternity status, race, religious or philosophical belief, gender, sex, sexual orientation, colour, nationality, ethnic origin, social class/caste, asylum/immigration status, mental health, political affiliations, HIV status, care responsibilities or criminal conviction.

However, it is important that any action taken by persons working or acting on behalf of Trade does not contravene the Trade Code of Conduct.

Trade is committed to a programme of action to make this policy effective. This includes developing policies and practices in areas such as recruitment, selection and training of workers, resource and service provision, publicity and publications, work with other organisations, personal behaviour and professional development. Trade considers victimisation, discrimination and harassment to be disciplinary matters with consequences including dismissal.

We are committed to reviewing our work regularly to ensure that progress is being made in these areas.

Trade believes that by continuing to develop our equal opportunities policies and anti-oppressive practices we not only benefit individuals, but it will also benefit and enrich the work of the whole organisation and society at large.

All Trade employees, sessional staff, consultant staff, counselling staff, volunteers, Board of Trustees and service users, are accountable to the equal opportunities policy. Staff and volunteers are required to read the policy at least at induction and every time it is reviewed. The Senior Management team are responsible for its implementation.

(Date of Board Approval: March 2018)