

The aim of this policy is to support these commitments by providing a framework for continuous improvement. It covers the procedures and systems established to measure and monitor performance, both in eliminating discrimination and in implementing good practice.

As a provider of a diverse range of services, we recognise that we have a legal and moral obligation to respond to the wide social diversity in contemporary society and to reflect this in our organisational culture. It recognises the need to value each individual, in their own right, regardless of whether they belong to any particular section of society.

We all have a right to work free from unlawful discrimination, harassment and victimisation. Coventry and Warwickshire CDA will not tolerate such behaviour under any circumstances.

The Equality Act 2010 harmonises and replaces previous legislation. It extends and ensures consistency with regards to our statutory responsibility. This document has been updated to better reflect this new legislation.

Coventry and Warwickshire CDA is committed to observing as far as possible the Equality and Human Rights Commission's Codes of Practice for

- Employment
- Equal Pay
- Services, Public Functions and associations



SUMMARY

Policy Statement

Coventry and Warwickshire CDA is committed to ensuring and providing equality of opportunity for all. We work in a diverse society and believe that no-one should suffer disadvantage or discrimination by reason of the following protected characteristics:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy, Maternity or Paternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

We are committed to developing an organisational culture that values people from all sections of society and the contribution that each individual can make. We will act positively to ensure equality of opportunity and to promote diversity in all aspects of our work, ensuring that these objectives are fundamental to all our activities and underpin our policies, procedures and operating practices.

Definitions

Coventry and Warwickshire CDA's definition of Equal Opportunity and Diversity is as follows (and incorporates the Equality Act 2010):

Equal Opportunity is about removing bias, prejudice and stereotyping, so that difference does not impede any individual.

Diversity is wider than equal opportunity, it is about giving value to the differences between people and ensuring that we work creatively with these differences to stimulate fresh ideas, broaden perceptions and empower each individual to contribute to our organisation so that we achieve the best possible results. Diversity is about changing attitudes and eliminating barriers both as individuals and as an organisation.



MAIN POLICY

Scope

The Equality and Diversity Policy applies to all aspects of Coventry and Warwickshire CDA's work namely in the following areas:

- Governance – membership and operation of the Board of Directors and any associated committees
- Meeting client's needs
- Access to services
- Provision of services
- Employment and training including staff and volunteer recruitment
- Service development
- Contractors and consultants
- Partnership development

The relevant statutory requirements and operational procedures that provide the framework within which the policy operates are outlined in Annex A.

Policy Objectives

To:

- Develop a culture that values people from all sections of society and the contribution that each individual can make.
- Eliminate discrimination and take positive steps to redress the effects of past discrimination in communities within which we work.
- Ensure that all directors, employees and volunteers are committed to the policy and are aware of their responsibility for its implementation.
- Ensure that access to our services is fair and equitable.
- Ensure that in the design of new services or in hiring contractors and consultants, we adopt non-discriminatory purchasing and procurement practices to ensure that they comply with the equality and diversity policy and that it does not discriminate in the execution of its contracts.
- Ensure that in each relationship it has with statutory, voluntary, private sector or agency organisation, we recognise our responsibility to promote and communicate our commitment to equal opportunity and diversity.
- Ensure that our recruitment and selection procedures for staff and volunteers are developed and comply with legislation, promote best practice and are transparent, open and accountable.



Responsibilities

Monitoring of this policy will be the remit of the Board of Directors.

1. All Staff and Volunteers

- All members of staff and volunteers have responsibility to ensure that the policy is put into practice, to treat others with dignity and respect and to work to achieve a culture that promotes fairness and equal treatment for all.
- All members of staff have a contractual responsibility to:
 - familiarise themselves with the policy, follow it and ensure that any staff and volunteers for whom they are responsible do so as well
 - attend training in cultural awareness, and equality and diversity appropriate to their job when made available
 - draw to the attention of their line manager any instance of apparent discrimination and or any perceived problem in relation to employment or the provision of services

2. Management

- The Board of Directors are responsible for ensuring that the policy underpins all aspects of Coventry and Warwickshire CDA's work.
- All members of staff have responsibility for developing the organisational culture in which the policy can operate effectively and ensuring that the policy is implemented.

3. Clients

Clients have a responsibility to ensure that they follow the principles of the Equality and Diversity policy in their dealings with staff, volunteers and other clients.

IMPLEMENTATION

1. Employment

We will ensure that our employment practices comply with the principles of the updated Equality and Diversity policy and for quality standards that we hold. We will seek to ensure that we provide opportunity for our workforce to be representative of the communities within which they work.



We will take the following action:

- Our Finance and Personnel Manager or designated employee will be responsible for a review of all employment policies and procedures ensuring that all stages of the process comply with the Equality and Diversity policy and are up to date and effective.
- Staff with responsibility for recruitment and selection will receive training in the operation of the recruitment and selection procedure and equality and diversity.
- Our recruitment advertisements and literature will make it clear that we welcome applications from all sections of society and recruit solely on the basis of ability.
- That we are committed to encouraging and promoting recruitment and retention of staff and volunteers from all sections of the communities in which we work. This includes specific thought about where and how we recruit.
- We will analyse staffing statistics and report these on a regular basis. These will be compared with any relevant external data and results reviewed to identify any areas of concern. In such instances we will take appropriate remedial action.
- All staff and volunteers will be required to attend training on the implications of the equality and diversity policy for their work as part of their induction programme. All staff will be required to attend refresher training to bring them up to date with changes in the policy and practice since their appointment.
- We will continue to develop a range of policies and procedures that offer staff the means to combine work, family life, cultural and religious needs.
- Victimisation, discrimination and harassment are disciplinary offences and subject to the relevant organisational policies.

2. Services

The principles of the Equality and Diversity policy will underpin all that we do in the development and delivery of services.

The designated employee will ensure the following:

- That information about our services is available in accessible formats as requested.
- Ensure that we adopt fair and non-discriminatory practices in relation to our work with clients.
- Monitor the composition of our clients.
- Ensure that all staff receive appropriate training to meet client's requirements. For example, awareness of cultural and religious issues.
- Endeavour to develop knowledge of the communities in which we work in order to promote services to sections of the community that may be under-represented.
- Provide clients with the opportunity to contribute and participate in the development and delivery of the services provided to them.



3. Communication

- This policy will be communicated to all staff, volunteers and service users.
- The policy will be provided to consultants, contractors and partner agencies with whom we work.
- We will communicate our policy to external audiences where appropriate.

4. Resources

Coventry and Warwickshire CDA will allocate resources, whether financial or staff, to ensure full and effective implementation of this policy.

5. Review

The policy is designed to encourage practical changes. It is expected that it will be updated in light of experience, changes in legislation and best practice. The review will include the assessment of our performance against agreed key performance measurements and frameworks.



Annex A

Employment: the statutory framework for equality and diversity

We will operate this policy and all other policies and practices relating to it in line with the statutory requirements. The relevant legislation is outlined below:

- The Equality Act 2010
- The Equality and Human Rights Commission's Codes of Practice

- The Sex Discrimination Act 1975 and 1986 (as amended) and associated Codes of Practice issued by the Equal Opportunities Commission (EOC)
- The Race Relations Act 1976 and associated Employment Code of Practice issued by the Commission for Racial Equality (CRE)
- The Race Relations (Amendment) Act 2000 and associated Codes of Practice issued by the CRE
- The Disability Discrimination Act 1995 and associated Codes of Practice
- The Protection from Harassment Act 1997
- The Human Rights Act 1998
- Equal Pay Act 1970 (as amended) including the Equal Pay (Amendment) Regulations 2003 and the EOC Code of Practice on Equal Pay
- The Employment Rights Act 1996
- The Employment Relations Act 1999
- The Employment Act 2002
- EC Council Directive 2000/43/EC (equal treatment between people irrespective of their racial or ethnic origin) and UK legislation to implement this, including the Race Relations Act 1976 (Amendment) Regulations.
- EC Council Directive 2000/78/EC (equal treatment in the field of employment and vocational training, including religion and belief, sexual orientation, disability and age) and UK legislation to implement this, including:
 - Employment Equality (Religion or Belief) Regulations 2003
 - Employment Equality (Sexual Orientation) Regulations 2003
 - Sex Discrimination (Gender Reassignment) Regulations 2003
 - The Disability Discrimination Act 1995 (Amendment) Regulations 2003



Services: the statutory framework for equality and diversity

- The Race Relations Act 1976 and associated Employment Code of Practice issued by the Commission for Racial Equality (CRE) (in particular Sections 2.1 and 71 and the Code of Practice for rented housing)
- The Race Relations (Amendment) Act 2000 and associated Codes of Practice issued by the CRE
- The Housing Act 1988 and 1996
- The Sex Discrimination Act 1975 and 1986 (as amended)
- The Disability Discrimination Act 1995 and associated Codes of Practice (in particular Disability Rights Commission Code of Practice (part 3): Code of practice dealing with the duties placed on those providing goods, facilities or services to the public and those selling, letting or managing premises).
- The Protection from Harassment Act 1997
- The Human Rights Act 1998

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