



## The Arch-Way Project

### Policy on Equality & Diversity

#### POLICY STATEMENT

1. The Arch-Way Project recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce. It is the aim of the Company to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment. Vulnerable groups are to be protected from discrimination based on age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion or belief (including lack of belief), sex and sexual orientation (the **protected characteristics**) as per the Equality Act 2010. Types of discrimination are listed in **Appendix I**.
2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

## **OUR COMMITMENT**

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives.
- The policy will be monitored and reviewed annually

## **RESPONSIBILITIES OF MANAGEMENT**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive Officer, Gary Flowitt. Project Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each Project Manager will ensure that:

- All their staff are aware of the policy and the arrangements, and the reasons for the policy;
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- Proper records are maintained.

Human Resources / Head Office will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic departmental audits.

## **RESPONSIBILITIES OF STAFF**

Responsibility for ensuring that there are no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular all members of staff should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

## **THIRD PARTIES**

Third-party harassment occurs where a Company employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Arch-Way Project will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. Arch-Way Project will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## **RELATED POLICIES AND ARRANGEMENTS**

All employment policies and arrangements have a bearing on equality of opportunity. The Company policies will be reviewed regularly and any discriminatory elements removed.

## **RIGHTS OF DISABLED PEOPLE**

The Company attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- Make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- Include disabled people in training/development programmes;
- Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

## **EQUALITY TRAINING**

A series of regular briefing sessions will be held for staff on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes.

Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist training.

## **RECRUITMENT**

### **Job descriptions and Person Specifications**

Job descriptions and Person Specifications are prepared for all posts. The job description indicates the responsibilities and tasks to be undertaken by the job holder. The Person Specification describes the qualifications, skills and abilities required.

A list of preferred criteria may also be prepared. Care will be taken to ensure that neither the description nor the specification are discriminatory on the grounds quoted in the Policy Statement.

### **Applications and short listing**

All applicants will be asked to fill out an application form which contains only information essential and relevant to the appointment. Different formats will be made available.

Applications will be short listed by at least 2 people. Short listing will be performed on the basis of objective criteria and the extent to which candidates have shown, in the application form that they meet the required Person Specification, and can carry out tasks and responsibilities required of the post-holder. Formal qualifications and standards of literacy and numeracy will only be taken into account when they are recognised as necessary for a particular job.

Short listed candidates will be invited to an interview. Staff and members of the Executive Committee responsible for short-listing, interviewing and selection of candidates will be:

- Clearly informed of selection criteria and the need for their consistent application;
- Given guidance on the effects which generalised assumptions about people from groups quoted in the Policy Statement can have on selection decisions;
- Made aware of the possible misunderstandings that can occur between persons from different cultural backgrounds

### **Interviewing**

All interviews will be carried out by a minimum of 2 people, the names and gender of interviewees will be made available in advance.

The questions asked will seek to gather objective evidence in support of the job description and person specification. The same questions will be asked of all candidates applying for the job.

Disabled candidates will be asked if they need support during the interview process or adjustments should they be offered the position.

Notes will be taken and evidence gathered against the job description and person specification.

All candidates will be asked about their eligibility to work.

### **Selection**

All candidates will be scored against the job description and person specification. The highest scoring applicants will be offered the position.

Offers will be made to successful candidates, subject to satisfactory references and CRB check (where required).

All unsuccessful candidates will be informed of the result of their application and offered brief feedback.

### **DBS Policy**

For certain positions we will request enhanced disclosures for all employees, trustees and volunteers. This requirement will be clearly stated in the application pack.

### **Ex-Offenders**

Organisation Name will not discriminate against ex offenders with unspent convictions, unless required to do so because of the nature of the post. All applications will be considered on an individual basis.

### **Promotion**

All vacancies will be advertised internally and externally, where appropriate.

## Training

All employees, trustees and volunteers have access to a wide range of training opportunities which are regularly circulated. Training opportunities will be discussed during supervision sessions and selection for training will be made on the basis of both the needs of the business set out in the Business Plan and the personal development of the individual.

Special needs and requirements for people with disabilities or caring responsibilities will be taken into account whenever practicable and methods sought to help them overcome disabilities in taking up training opportunities.

Staff with management, recruitment and selection responsibilities will be given guidance in the implementation of the Equal and Diversity Policy to ensure that they understand their position in law and under the Organisation's policy.

Induction training will include an explanation of the Equal Opportunities Policy and a requirement to undertake formal training within the probationary period of employment

## Recruitment Monitoring

The 2001 Census categories will be used in order to monitor ethnicity of staff (as recommended by the Commission for Racial Equality). An additional category for Gypsy and Travellers will be included.

The monitoring form will monitor age, race, ethnic origin, religion, gender, marital status, disability. Recruitment statistics will be produced on an annual basis and presented to the Board of Trustees.

## GENERAL MONITORING

- The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system is in place to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees and some service users\* by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained. We collate data on service users solely for purposes of helping us to ascertain that we are reaching all aspects of our communities and not inadvertently discriminating against any group.
- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
- Where appropriate **equality impact assessments** will be carried out on the results of monitoring to ascertain the effect of the Company policies and our services / products may have on those who experience them.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

- If monitoring shows that the Company, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Company, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Company policies and practices as well as consideration of taking legal Positive Action.
- Service users will have the option not to complete the form

## **GRIEVANCES/DISCIPLINE**

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Company Grievance or Harassment Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

## **REVIEW**

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Company Chief Executive Officer.

## **References**

The Equality Act 2010  
<http://www.legislation.gov.uk/ukpga/2010/15/contents>

Signed: \_\_\_\_\_

Gary Flowitt CEO

Date: 03/05/19

Date for review: 03/05/24

## **APPENDIX I – TYPES OF DISCRIMINATION**

### **Direct Discrimination**

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**

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**

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**

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 the University 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**

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**

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 University potentially liable for harassment of employees and students by people (third parties) who are not Brunel employees or students, such as customers, clients and visitors. The University 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**

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.

### **Disability**

Disability a person is disabled if they have a physical or mental impairment with a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities, which would include things like using a telephone, reading a book or using public transport.