

FamilyMatters

exploring better ways of getting on together

Equality and Diversity Policy

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Ratified by Trustees:

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Review Due	Reviewed By	Date Reviewed	Date Ratified By Trustees
February 2016	Fiona Miller	April 2016	

Family Matters is committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of services. Family Matters aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity and that encourages individuals to develop and maximise their full potential. We are committed, wherever practicable, to achieving and maintaining a workforce that broadly reflects the local Plymouth community.

1. Purpose

The purpose of this policy is to provide equality and fairness for all in our employment and in the provision of our service and not to discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age in accordance with the Equality Act 2010.

Family Matters opposes all forms of unlawful and unfair discrimination. All employees, trustees and volunteers, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, volunteering or any other benefit will be on the basis of skills and ability.

2. Principles

Family Matters' commitment to Equality and Diversity is:

- To create an environment in which individual differences and the contributions of all our employees, trustees and volunteers are recognised and valued.
- To create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- To ensure training, development and progression opportunities are available to all.
- To promote equality in the workplace, which it believes is good management practice.
- To regularly review all employment and volunteering practices and procedures to ensure that no job applicants, staff, trustees or volunteers are treated less favourably than others.
- To regularly review services to ensure they are accessible and appropriate to all groups within society.
- To treat breaches of the equality policy seriously and to take disciplinary action when required.
- To provide information to all employees, trustees and volunteers so that they are fully aware of the issues relating to Equality and Diversity and their responsibilities relating to it.
- To ensure the Equality and Diversity Policy is fully supported by the Board of Trustees.

3. Procedures

Family Matters will act positively in using the Equality and Diversity Policy as a means of making public its commitment to provide equal opportunities to all present and future employees, trustees and volunteers.

Family Matters encourages all employees to apply for suitable opportunities and to seek training for promotion or in particular skills.

Any form of discrimination by an employee, trustee or volunteer is treated very seriously and where appropriate will be dealt with using the Disciplinary Procedure.

Family Matters aims to ensure that the Board of Trustees reflects the diversity of the Plymouth area.

4. Annual Leave and Religious Holidays

Family Matters will not ask about an employee's religion and will not discriminate against anyone wishing to celebrate their festivals. Employees are required to use part of their annual holiday entitlement to cover time off for these and must follow the normal holiday booking procedure.

5. Cultural and religious needs

Where employees, trustees or volunteers have particular cultural and religious needs, Family Matters will consider whether it is reasonably practicable to meet these needs while maintaining the efficiency of the service.

6. People with disabilities

Family Matters will make genuine efforts to recruit people with disabilities and take reasonable steps to make the workplace and individual jobs accessible to people with disabilities. Family Matters will regularly review its facilities for disabled employees, trustees and volunteers and will try to overcome any problems faced wherever practicable and within reasonable resources available.

Family Matters will ensure that people have maximum access to employment opportunities and to meetings and events, regardless of any disability.

7. Grievance and Disciplinary Procedures

Family Matters will take seriously any complaints of discrimination and will not victimise people who make such complaints.

Staff will be made aware as part of the induction process of their responsibilities in relation to Equality and Diversity and that discriminatory behaviour will be fully investigated and dealt with using the Disciplinary Procedure.

8. Bullying and Harassment

Family Matters upholds the right of all employees and volunteers to be treated with respect and dignity and to work in an atmosphere free of bullying and harassment.

All employees and volunteers are responsible for ensuring that their own behaviour is sensitive to others and for ensuring that they do not condone or support the bullying or harassing behaviour of others.

All complaints of bullying and harassment will be treated seriously and should be raised using the Grievance Procedure. All complaints will be investigated and where appropriate, the Disciplinary Procedures will be followed.

9. Service Provision

Family Matters will endeavour to ensure that its services to and for the voluntary sector are sensitive and appropriate to respond to the needs of all groups, whenever practicable, i.e. taking account of the needs of minority groups.

Family Matters will take care to avoid unintentionally discriminatory passages appearing in published, printed or spoken material.

Family Matters will continue to take a leading role in combating any form of discrimination.

Family Matters will work with others to ensure that the diversity of the population in Plymouth is recognised and celebrated.

10. Responsibility

It is the Management's responsibility with the support of the Board of Trustees to ensure the implementation of the Equality and Diversity Policy. Appropriate funds will be sought to implement approved aspects of the Policy which require special and additional resources.

All employees, trustees and volunteers have the individual responsibility to:

- Follow procedures introduced to ensure equal opportunity and non-discrimination;
- To draw the attention of management to suspected or alleged discriminatory practices;
- To refrain from harassing or intimidating other employees, trustees or volunteers, clients or visitors of Family Matters on any of the grounds cited in the policy statement.