

## **EQUALITY AND DIVERSITY POLICY**

### **1. INTRODUCTION**

It is recognised that some people in society experience discrimination or lack of opportunity for many different reasons including perceived differences in: age, background, disability, ethnic origin, gender, marital status, race and religious belief. Further, it is recognised that every person is an individual with different needs, preferences, experience and abilities.

Headway East London (“Headway”)’s intention is to create an environment in which all can feel welcome; where all are treated with respect, fairness, dignity and where those with diverse backgrounds and experiences are able to participate and contribute.

Headway is firmly committed to equality and diversity in all areas of its work and to meeting the statutory duties of the Equality Act 2010. The Act relates to all areas of employment, vocational training including regulations covering termination of employment, victimisation and harassment. It also ensures consistency in what employers and employees need to do to make their workplaces a fair environment.

### **2. OBJECTIVES**

Headway will strive to continue the development of relationships and an environment that people can thrive in and:

- Recognise the value that diversity can bring to the organisation, its services and those who use them, Headway will promote a positive view of diversity in its literature, publicity, advertising, recruitment information etc.
- Strive to value its staff, be open, showing respect to all and create an open atmosphere where staff feel comfortable and have an equal and fair opportunity for promotion and where all are encouraged to progress within the organisation
- Will not tolerate any form of harassment or discrimination, victimisation, exclusion or isolation and will consult, listen to, develop, train, involve and communicate with its staff
- Will ensure that the services take into account differences and diversity and are accessible to all who need them, subject to space, staffing and limitations of the services Headway is able to offer
- Will promote good relations within the community by working with the community and partners
- Will ensure that the policies and procedures for obtaining grants and fund-raising follow this policy
- Ensure that Headway always recognises equality and diversity when planning, obtaining and delivering services.

- Will encourage the recruitment of staff, volunteers and Trustees which reflects the diverse nature of the community.
- Organise and encourage participation in training of staff, volunteers and Trustees on equality and diversity.

### **3. IMPLEMENTATION**

The Chief Executive (CEO) is responsible to the Trustees for implementing this policy. The Trustees will regularly monitor the implementation of the policy in practice.

### **4. APPLICABILITY**

This policy will be taken to apply to Headway's Trustees, employees and volunteers. All who promote and receive Headway's services will be encouraged to adhere to this policy. Suppliers, strategic partners and funding bodies will be encouraged to adopt similar policies as a minimum standard for working together.

### **5. COMPLAINTS PROCEDURE**

Any allegations of inequality of treatment will be dealt with through the Complaints Procedure for members and the Grievance Procedure for staff and volunteers. These procedures will be reviewed and clarified as necessary to ensure that it deals appropriately with harassment, victimisation or discrimination against any individual or group involved with Headway. The procedures will be readily available and written in terms which can be understood.

### **6. DISCIPLINARY PROCEDURE**

Disciplinary action will be taken in the event of a finding of discriminatory behaviour. Discriminatory behaviour and complaints must be reported to the Trustees. All disciplinary action will be recorded and monitored. Written warnings will expire after three months unless there are further breaches of discipline in that year in which case written warnings will remain on record pending a period of six months where no disciplinary action has been necessary.

### **7. MONITORING, REVIEWING & REPORTING**

The CEO will have responsibility for monitoring, reviewing and evaluating the effectiveness of the work of this policy. The CEO will report on the effectiveness of this policy to the Trustees on an annual basis.