

# YMCA

## EDINBURGH

### EQUAL OPPORTUNITIES POLICY

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## **1 POLICY STATEMENT**

YMCA Edinburgh unreservedly accepts the spirit and intention of the various legislation (including the Equalities Act 2010 (Specific Duties) (Scotland) Regulations 2012) regulations and codes of practice which separately and collectively outlaw certain kinds of discrimination in employment and, in particular, discrimination on grounds of race, ethnicity, gender, gender reassignment, marital or civil partnership status, pregnancy & maternity, disability, age, sexual orientation and religion or belief.

Therefore in all its areas of work and responsibilities, YMCA Edinburgh recognises the need for and supports wholeheartedly the following policy of equal opportunities and diversity.

## **2 MISSION STATEMENT**

YMCA Edinburgh is a Christian organisation committed to the spiritual, physical, social and emotional growth and development of young people and adults within the local community. It is open to people of all faiths and none.

## **3 AIMS & PURPOSES**

### **The YMCA is a Christian Movement**

At its centre are Christians who, regarding Jesus Christ as Lord and Saviour, desire to share their faith with others and make Him known, believed, trusted, loved, served and exemplified in all human relationships. It welcomes into its fellowship persons of other religious faiths and of none.

### **Accordingly the YMCA stands for:**

- A world-wide fellowship based on the equal value of all persons
- Respect and freedom for all, tolerance and understanding between people of different opinions
- Active concern for the needs of the Community
- United effort by Christians of different traditions

### **The YMCA aims to:**

- Provide a welcome to members for themselves, in a meeting place which is theirs to share, where friendships can be made and counsel sought
- Develop activities which stimulate and challenge its members in an environment that enables them to take responsibility and find a sense of achievement
- Involve all members in care and work for others
- Create opportunities for exchanging views, so that its members can improve their understanding of the world, of themselves and of one another

## 4 EQUAL OPPORTUNITIES & DIVERSITY POLICY

This Equal Opportunities & Diversity Policy reflects both the Aims and Purposes of the YMCA and the spirit and intentions of legislation that outlaws discrimination in any form, including direct discrimination, discrimination by association, perception discrimination, indirect discrimination, harassment and harassment by a third party. YMCA Edinburgh recognises and values the diversity within the local communities it works in and is committed to building and supporting a culture where people value each other and treat each other with dignity and respect.

As an employer of paid staff and an organisation which has Board Members and volunteers, YMCA Edinburgh aims to ensure that no individual receives less favourable treatment on the grounds of marital or civil partnership status, pregnancy & maternity, race, colour, nationality, ethnic origin, disability, age, sexual orientation, religion, gender, gender reassignment or responsibility for dependants or is in any way disadvantaged by conditions or requirements which cannot be shown to be justified.

YMCA Edinburgh aims to ensure that people with disabilities are given equal opportunity to enter employment or to become Board Members or Volunteers. In so doing, it will fully consider making reasonable adjustments to operating practices, equipment and premises to ensure that disabled persons are not put at a substantial disadvantage due to their disability. In addition, where someone becomes disabled, every effort will be made through reasonable adjustment, retraining or redeployment as appropriate to enable them to remain in the service of the YMCA.

Entry to employment and promotion or change of post for paid staff, or the equivalent for Board Members and volunteers, within the YMCA is determined by personal merit and ability relevant to the Aims and Purposes of the YMCA.

YMCA Edinburgh is committed to keep requirements and practices under review and to take action where necessary in order to facilitate the recruitment, involvement and development of paid staff, Board Members and Volunteers from all sections of the community. It welcomes difference and recognises that action may be needed to give everyone a chance to contribute on equal terms within the aims and purposes of the YMCA.

The Aims and Purposes of the YMCA express its ethos as an ecumenical Christian Movement. Accordingly all those in roles which are assessed to be central in promoting the Movement's Christian ethos and enabling people to experience, explore and express the faith-based motivation of its work, are required to demonstrate a commitment to the Christian faith. Job descriptions for these posts will be assessed to determine any faith based Genuine Occupational Requirement and this will be clearly stated in the job description and recruitment advertising.

People in all other roles are expected to respect the Movement's faith-based ethos and uphold its values. For these roles we welcome people of all faiths and none.

It is the responsibility of every individual, both staff and volunteer, to eliminate discrimination by ensuring the practical application of the equal opportunities policy and reporting incidents of discrimination to an appropriate senior person.

All allegations of discrimination will be treated seriously. Any discrimination is totally unacceptable to YMCA Edinburgh and anyone found to be discriminating will face disciplinary action.

Harassment on the grounds of marital or civil partnership status, pregnancy & maternity, race, colour, nationality, ethnic origin, disability, age, sexual orientation, religion, gender, gender reassignment or responsibility for dependants is a form of discrimination. This and any other harassment are totally unacceptable to YMCA Edinburgh and any such behaviour is considered a disciplinary offence. All allegations of harassment are treated seriously and all practicable steps will be taken to prevent the behaviour continuing.

## **B. POLICY IMPLEMENTATION**

The success of an Equal Opportunities and Diversity policy depends on the commitment of all those who have responsibility for staff members and of staff members themselves. As expressed in the policy statement, it is the responsibility of every individual to eliminate discrimination and to ensure the practical application of this policy.

It is a key task of the Board of Management and all staff to promote and encourage effective and ongoing implementation of the Equal Opportunities and Diversity policy.

Implementation is principally about two things – making the policy known and understood and ensuring that the principles are applied in all areas of work.

To this end YMCA Edinburgh recognises that successful implementation means adherence to the following aspects:

- the designation of responsibility for the oversight of the policy.
- the communication of the policy to make it known and understood; the provision of training for all.
- the implementation of procedures to ensure that discrimination, however slight, does not occur.
- the implementation of a procedure for handling complaints of discrimination, including harassment, and ensuring that people are aware of it, how it works and how to use it.
- giving proactive consideration to ways of promoting and facilitating the employment, development and contribution of staff and volunteers from all sections of the community.
- keeping requirements and practices under review and to take action where necessary in order to facilitate the recruitment, involvement and development of staff and volunteers from all sections of the community.
- the collation and analysis of statistics in order to monitor the effectiveness of the policy and to determine the nature of any corrective action.

It is recognised that embracing diversity is primarily about examining and changing attitudes and organisational culture; policies and procedures alone will not address the issues involved. Staff, and volunteers need to be aware of the less obvious types of discrimination, which result from general assumptions and pre-conceptions about the capabilities, interests, and characteristics of individuals.

## 5 HARASSMENT POLICY

We believe that every individual should be treated with dignity and respect. Accordingly, any harassment, whether intentional or unintentional, is totally unacceptable to YMCA Edinburgh.

In our respect for each other, we are all responsible for challenging all forms of harassment.

Harassment is unwanted behaviour that causes distress and annoyance to the victim. It can bring about fear, stress, anxiety and demoralisation in the victim and damage. The tension and conflict which harassment creates make for an unpleasant working environment for all.

Sexual and racial harassment are commonly recognised forms of harassment. However, people can be subjected to harassment on other grounds including: ethnic origin, nationality and skin colour, sexual orientation, disabilities and learning difficulties, age, health, physical characteristics, religion and personal beliefs

Harassment may be persistent or an isolated incident and may be directed towards one or more individuals. It can range from extremes, such as assault, to less obvious forms like ignoring someone.

Other forms include:

Physical contact, jokes, offensive language, gossip, slander, letters, emails, posters, graffiti, obscene gestures, isolation or non-co-operation and exclusion from social activities, coercion for sexual favours, intrusion by pestering, spying and stalking.

Harassment will be treated as a serious disciplinary offence and may result in dismissal. In certain circumstances, harassment may be a criminal offence.

Staff should not ignore behaviour that makes them feel uncomfortable but take appropriate action so that the behaviour stops. For example, minor sexual harassment may well be stopped by the victim making it clear to the harasser that the behaviour is unacceptable and must stop.

However where approaches by the victim have failed or where more serious harassment has occurred the victim should make a formal complaint.

It is best to follow the route outlined in the YMCA Edinburgh grievance procedure. However, there may be occasions where it would not be appropriate to use this procedure and the complaint should be made to an appropriate senior member of staff.

All allegations of harassment will be treated seriously and confidentially and the matter will be thoroughly investigated and dealt with as quickly as possible.

If it is found that an allegation of harassment has been made maliciously, the matter will be treated very seriously and disciplinary action taken against the person who made the allegation.

Whatever the outcome of a complaint of harassment, no one who has made a complaint should be allowed to suffer victimisation for having made the complaint.

**6 Responsibility for Policy**

**Operational Practice: Chief Executive**

**Board of Management Responsibility: Chairperson**

**ACCEPTED AS EQUAL OPPORTUNITIES POLICY BY YMCA EDINBURGH AT ITS MEETING ON 11<sup>TH</sup> JANUARY 2017**

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ Chair of the Board

This policy will be reviewed at 24-month intervals.

## Appendix I

### EQUAL OPPORTUNITY IN EMPLOYMENT

YMCA Edinburgh is committed to the principle of equal opportunity in employment.

Accordingly, YMCA Edinburgh will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, religion or belief (excluding those posts with a Genuine Occupational Requirement for Christian faith), disability, trade union membership or non-membership, gender, age, sexual orientation or marital status, or being a part-time or fixed term worker. YMCA Edinburgh's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

YMCA Edinburgh will strive to successfully meet these objectives by:

- not discriminating in the course of employment against employees or job applicants
- not inducing or attempting to induce others to practise unlawful discrimination; and bringing to the attention of employees that they will be subject to action under the Disciplinary and Dismissal Procedure for discrimination of any kind.

YMCA Edinburgh staff and volunteers can contribute to the success of this policy by:

- not discriminating against fellow employees, customers, suppliers or members of the public with whom you come into contact during the course of your duties
- not inducing or attempting to induce others to practise unlawful discrimination; and
- reporting any discriminatory action to your Line Manager

The successful achievement of these objectives necessitates a contribution from everyone and staff and volunteers have an obligation to report any act of discrimination known to them.

If you consider that you are a victim of unlawful discrimination you may raise the issue through the Grievance Procedure.

## **Appendix II**

### **ANTI-HARASSMENT**

YMCA Edinburgh recognises the right of every employee to work in an atmosphere free of harassment and to complain about it should it occur. The Organisation agrees to take appropriate steps to promote such a workplace, and you can contribute by adhering to this policy.

It is against the principles of this Organisation for any employee or volunteer to harass another employee, volunteer or programme participant in any way. Such conduct will not be tolerated. You will be expected to comply and appropriate action under the Disciplinary and Dismissal Procedure, including dismissal for serious offences, will be taken if it is found that you have harassed another individual.

#### **WHAT IS HARASSMENT?**

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment can take many forms, occur on a variety of grounds and may be directed at an individual or group of individuals. Harassment may occur between people of the same sex or the opposite sex. It is not the intention of the perpetrator but the deed itself and the impact on the recipient that determines what constitutes harassment.

Ultimately, the question which has to be asked is has an individual or group of individuals been treated in a detrimental way on improper grounds?

#### **FORMS OF HARASSMENT**

Harassment may take many forms. It can range from extreme forms such as violence and bullying, to less obvious actions like ignoring an individual. Whatever the form of harassment it will be unwanted behaviour that is unwelcome and unpleasant.

#### **STAFF RESPONSIBILITY**

All staff are responsible for eliminating any harassment or intimidation of which they are aware. The problem may be resolved by immediate and firm action that will prevent escalation.

Staff should:

- take prompt action to stop harassment as soon as it is identified, in some cases by pointing out that the behaviour is unacceptable
- ensure that offensive or potentially offensive material is not displayed in the work place
- make clear that this kind of behaviour is not acceptable and where appropriate will be treated as a disciplinary matter
- investigate all complaints made by any employee against another or others.



## **PROCEDURE FOR DEALING WITH ALLEGED HARASSMENT**

If you believe that you have been the subject of harassment, you should, in the first instance, ask the person responsible to stop the harassing behaviour, as it is unacceptable to you. Person to person reproof at an early stage will often be sufficient to stop the behaviour that is causing the offence without involving third parties.

If you need help or advice, you should seek the involvement of trusted friends. This would still be short of making the matter official by involving your line manager or a member of the Board of Management.

If the harassment continues you should take your complaint through the Grievance Procedure. All complaints will be handled in a timely and confidential manner. You will be guaranteed a fair and impartial hearing and the matter will be investigated thoroughly. If the investigation reveals that your complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and prevent its recurrence will be taken. In such circumstances, if relocation proves necessary, every effort will be made to relocate the harasser rather than you as the victim; however, the Organisation will endeavour to relocate you if this is your preference.

You will be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliating against an employee for complaining about harassment is a disciplinary offence.

Whilst this procedure is designed to assist genuine victims of harassment, you should be aware that if you raise complaints that are proven to be deliberately vexatious, you will become subject to proceedings under the Disciplinary and Dismissal Procedure.

**Appendix III**

**EQUAL OPPORTUNITIES MONITORING FORM**

**YMCA Edinburgh is an equal opportunity Employer. We are committed to the active promotion of equal opportunities, both in the provision of services and as an employer of paid and unpaid workers.**

To help us monitor our equal opportunity policy in recruitment and selection procedures, you are requested to complete the following questionnaire.

The information you provide does not form part of the selection procedure, it is used only for monitoring purposes. This sheet will be separated from your application form before short-listing.

Post applied for .....

Please tick the appropriate box

**Gender**      male       female

**Age Range**

up to 25  26-35  36-45  46-55  and over

**Marital Status** .....

**Number of Dependants** .....

**Would you describe yourself as having a disability?**    Yes/No

**Where did you see this vacancy advertised** .....

**What is your ethnic group?**

**Please choose ONE section from A to E, and then tick the appropriate box to indicate your background**

**A White**

- British
- English
- Scottish
- Welsh
- Other, please write in .....
- Irish
- Any other white background, please write in .....

**B Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Asian background, please write in .....

**C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please write in .....

**D Black, Black British, Black English, Black Scottish or Black Welsh**

- Caribbean
- African
- Any other Black background, please write in .....

**E Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh or other ethnic group**

- Chinese
- Any other background, please write in .....

I understand that this information may be stored and processed as part of the YMCA's monitoring of equal opportunities and as part of the recruitment procedure and give my consent for my details to be used for this purpose

Signature.....

Date.....

Appendix IV

<b>Post Applied For</b>	<b>Date of Appointment</b>
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<b>Recruitment Sources</b>	<b>No. of Applicants</b>	<b>No. Short-listed</b>	<b>No. Appointed</b>
a]			
b]			
c]			
d]			
not specified			
<b>Sex/Ethnic Group</b>	<b>No. of Applicants</b>	<b>No. Short-listed</b>	<b>No. Appointed</b>
<b>Male total</b>			
<b>Ethnic Groups</b>			
<b>Female total</b>			
<b>Ethnic Group</b>			

<b>TOTAL</b>			
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<b>Age</b>			
up to 25			
26-35			
36-45			
46-55			
56 and over			
<b>Disabled</b>			
<b>Non Completed Form</b>			