



Equality and Diversity Policy 2022

Name of your organisation: **The Jarrett Foundation**

Name of designated Safeguarding Officer: [Dr. Pearl Jarrett](#)

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All Jarrett Foundation staff and volunteers must sign or digitally acknowledge that they have received a copy of this policy. A register is kept by Dr. Pearl Jarrett of who has received a copy of this policy.

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1. Policy Statement:

The Jarrett Foundation wishes to secure genuine equality of opportunity in all aspects of its activities, by actively demonstrating excellence in equality and diversity. This applies to job applicants, employees, volunteers and users of The Jarrett Foundation's services. The policy will be implemented within the framework of current legislation, (Equality Act 2010).

2. Purpose and Scope of Policy:

The purpose of this policy, is to ensure that our commitment to equality of opportunity and diversity, is reflected in all employment processes. The policy covers all Jarrett Foundation employees, including those on fixed-term contracts and those on secondment from other organisations.

The term 'discrimination' is used throughout this policy to mean unfair and unlawful discrimination.

The term 'The Act' or 'Equality Act' is used in this policy to mean the Equality Act 2010, Chapter 15.

The term 'employee' is used throughout this policy to mean individuals in fulltime employment, part time employment, agency staff, internships and volunteers.

3. Policy:

The Jarrett Foundation recognises that in our society groups and individuals have been and continue to be discriminated against. The Jarrett Foundation also recognises that young people and adults of retirement age are often subject to discrimination specifically on grounds of their age. The Jarrett Foundation is committed to achieving Equal Opportunities in all aspects of its work.

The Jarrett Foundation will aim to ensure that no volunteer or employee, either current or potential, is discriminated against either directly or indirectly on the grounds of age, gender, sexual orientation, ethnicity, race, colour, nationality, cultural origin, religion, disability, experience of mental distress, HIV status, caring responsibility, class, education, employment status, political belief or unrelated criminal conviction (this is not an exhaustive list).

The Jarrett Foundation believes that volunteers should not be excluded from any opportunity without due reason.

The Jarrett Foundation is committed to a programme of action to make this Equal Opportunities Policy effective. Our policy aims to ensure that no job applicant, employee or volunteer:

- Receives less favourable treatment on the grounds of disability, sex or membership of any minority group
- Is disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

We will ensure that selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

Volunteers will not be discriminated against in the advice and support they are given. Nor will they be denied access to opportunities because of their assumed abilities, skills or behaviour and each volunteer will be judged on his/her own merits. The Jarrett Foundation will actively encourage and support all employees to participate in the planning and implementation of their work.

4. Recruitment and Selection:

It is the intention of the organisation that recruitment decisions are based solely on the relevant merits and abilities of candidates. The organisation will require, therefore, that those involved in staff selection and volunteer recruitment do not discriminate, whether directly or indirectly, in the making of those decisions.

All applicants for posts with the organisation shall be given as much clear accurate information in advertisements, job descriptions and interviews as necessary to enable them to gauge their suitability for the post.

Recruitment literature shall not imply that there is a preference for one group of applicants unless this is relevant to the post and specific exemption from equal opportunities legislation has been sought.

Vacancies will be aimed at as wide a group of suitable candidates as possible.

Application forms shall be as clear as possible and shall not be phrased in too narrow or restrictive terms. The application form will be free of personal questions, particularly those about marital status and number and ages of children.

All applicants and prospective volunteers shall be informed that the organisation operates an Equal Opportunities Policy. Such information will be conveyed in all application forms and advertisements. A copy of the Policy Statement will be provided to all job applicants and prospective volunteers.

The Staff or Management who conduct the recruitment interviews will be trained to take an unbiased approach regardless of the applicants race, gender, marital status, and to ask only questions, which relate to the job or volunteering opportunity, that are non-discriminatory. Questions relating to the following topics will not be asked at interviews - marriage plans, marital status, occupation of spouse, number and age of children, family intentions, religious or political beliefs, race/nationality, sexual orientation.

5. Training

Training and development opportunities will be given to any employee/volunteer to discuss career development and training with the Co-ordinator and/or the Management Committee.

Every attempt is made to ensure learning materials, where possible, portray positive images of people while also reinforcing anti-discriminatory language and images of all individuals and groups.

Equal opportunities will be considered in all activities and resources. It is crucial that all volunteers are able to participate and enjoy the activities without discrimination. The Jarrett Foundation will actively encourage members of groups from all sectors of the community to offer themselves for election to join the committee and/or other decision making or advisory sub committees.

6. Decision Making Processes

We aim to reflect the make up of the community in the decision making processes, and will actively encourage members of groups suffering discrimination to be involved in the decision making processes.

If the management committee or decision making processes should be found to be unrepresentative, The Jarrett Foundation may consider co-options, or reserved places, for those who can make a special contribution. This will be fully discussed by all management committee members.

Consideration will be taken when arranging any meeting, to ensure that it is as accessible as possible.

7. Sex Discrimination

The provisions of the Sex Discrimination Act apply to both Men and Women. The Sex Discrimination Act 1975 and 1986 makes it unlawful, unless the job or volunteering opportunity is covered by an exemption, to discriminate on the grounds of sex or marriage. Discrimination occurs when a condition, or requirement is applied which cannot be justified. The Jarrett Foundation fully supports the Sex Discrimination Acts.

Direct Sex Discrimination occurs when a person is treated less favourably on the grounds of sex than a person of the other sex would be in the same circumstances.

Indirect Sex Discrimination may still occur when a requirement or condition is applied equally to men and women. Such a condition may nevertheless discriminate against one sex because the proportion of one sex, which can comply with it is much smaller than the proportion of the other sex that can comply with it.

Marriage Discrimination occurs when a married person is treated less favourably on the grounds of marital status than an unmarried person of the sex would be in the same circumstances, this discrimination may be direct or indirect as explained above

8. Sexual Harassment

The Jarrett Foundation wishes to make it quite clear that sexual harassment is unlawful and views harassment very seriously.

The definition adopted by The Jarrett Foundation is:

Repeated and unwanted verbal or sexual advances, sexually explicit derogatory statements or sexually discriminating remarks which are offensive to the employee involved, which cause the employee or volunteer to feel threatened, humiliated, patronised or harassed or which creates a threatening or intimidating environment.

9. Racial Discrimination

The Race Relations Act 1976 makes it unlawful to discriminate against a person directly or indirectly in the field of employment. The Jarrett Foundation fully supports the Race Relations Act.

Direct discrimination consists of treating a person differently and less favourable on the grounds of their racial origin.

Indirect discrimination consists of treating everyone the same but in a way, which results in some people not being able to comply where others from another racial background can.

Demands of Religion (e.g. prayer times and religious holidays) and of culture (traditional dress) are accepted.

10. Racial Harassment

It is imperative that employees and volunteers are aware of legal commitments under Race Discrimination legislation and of its opposition to all forms of racism. Incidents include:

- Physical assaults/threats against a person or group because of colour or ethnicity.
- Racist insult/joke/name calling
- Racist graffiti/any other written insult.
- Provocative behaviour (e.g. wearing racist badges or insignia).
- Racial comments in meetings conversation/workshops.
- Attempting to recruit for racist organisations or groups.
- Racist literature (leaflets, comics, magazines) brought into the organisation's premises.
- Providing a platform for racism.

11. Sexuality

Lesbians and Gay men have no legal protection against discrimination, but as The Jarrett Foundation is an equal opportunities organisation it is fully committed to the following policy provision.

The Jarrett Foundation will seek to overcome indirect discrimination by:

- Acknowledging the existence of Lesbians and Gay men either as employees, volunteers or service users.
- Provision of information about relevant support organisations.
- Provision of regular training for all employees/volunteers.
- Offering training opportunities for our service users.
- Making clear its expectations of staff in the conduct of their duties in any circumstances where they represent The Jarrett Foundation.

People who are known (or perceived) to be Lesbian or Gay regularly experience harassment, verbal or physical assault in many areas of their lives including the workplace. The Jarrett Foundation will not tolerate this direct discrimination.

12. Disability

The Disability Discrimination Act 1995 introduces new laws and measures aimed at ending the discrimination which many disabled people face. The Jarrett Foundation supports the Disability Discrimination Act.

It is against the law for an employer or voluntary organisation to treat a disabled person less favourably than someone else because of his or her disability, unless there is good reason. This applies to all employment matters (including recruitment, training, promotion and dismissal.)

It is unlawful to victimise people or to knowingly help another person to discriminate. The Jarrett Foundation wishes to encourage opportunities for people with disabilities and/or mental health issues.

13. Monitoring, review and responsibility

The management committee will be responsible for implementing the equal opportunities policy. This may be delegated to a sub group (HR and personnel sub-committee). The co-ordinator will report to the group or committee. Any complaint or grievance should be made to the co-ordinator who will refer the matter to the chair of the organisation, or directly to the chair, whichever is the most appropriate.

14. What do you do if you have a concern?

It is not the responsibility of the staff or Trustees working at The Jarrett Foundation to decide whether or not discrimination has taken place, but to act on any concerns through contact with the appropriate authorities so that they can make relevant enquiries and take necessary action to protect the employee concerned.

15. Allegations of Discrimination or Sexual Harassment:

Making a Report

Who to contact?

In the first instance you should contact your line Manager

Name: (internal) Dr. Pearl Jarret

Email (internal). info@jarrettfoundation.org

16. Useful Link and Websites

Equality Act

Web Link: <https://www.legislation.gov.uk/ukpga/2010/15/contents>

Sex Discrimination Act 1975

Web Link: https://www.legislation.gov.uk/ukpga/1975/65/pdfs/ukpga_19750065_en.pdf

Sex Discrimination Act 1986

Web Link: <https://www.legislation.gov.uk/ukpga/1986/59/enacted/data.pdf>

Employment Tribunals Act 1996

Web Link: <https://www.legislation.gov.uk/ukpga/1996/17/body/data.pdf>

Race Relations Act 1976

Web Link: https://www.legislation.gov.uk/ukpga/1976/74/pdfs/ukpga_19760074_en.pdf

Disability Discrimination Act 1995

Web Link: <https://www.legislation.gov.uk/ukpga/1995/50/data.pdf>

CONFIDENTIALITY

Every effort should be made to ensure that confidentiality is maintained for the parties concerned. Information should be shared on a need-to-know basis only, and data kept in a secure place with limited access to designated people.

Disclosure and Barring Service (DBS).

The Jarrett Foundation uses the DBS Check Online Service (<https://dbscheckonline.org.uk/>) to help assess the suitability of staff.

A Disclosure will only be requested after an assessment has indicated that it is both proportionate and relevant to the position concerned. An employee who refuses to undergo a DBS check may not be permitted to work or volunteer at the Jarrett Foundation.

Where a Disclosure forms part of the application process, the Organisation encourages all applicants to provide details of their criminal record at an early stage in the application process. This should be sent under separate cover to your manager. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

At interview, or in a separate discussion, the Organisation will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Having a criminal record will not necessarily bar an individual from working with the Organisation; the nature of the disclosed conviction and its relevance to the position will be considered.

The Directors will undertake to discuss any matter revealed in a Disclosure with the person seeking a position with The Jarrett Foundation before withdrawing a conditional offer of employment.

Signature:

Date:

Full Name and Title: _____

Position Applied or Volunteered For: _____

Support and Training:

We, The Jarrett Foundation, are committed to the provision of Equality and Diversity training for all our team members.

This policy was adopted on 1st November 2022 This policy will be reviewed on 1st November 2023

A handwritten signature in black ink, appearing to read 'Dr Pearl Jarrett', written in a cursive style.

Signed:

Dr Pearl Jarrett, CEO, The Jarrett Foundation

Equality and Diversity Form

RECORD OF CONCERN

Description of Incident (Max 2 sentences):
Name of Individual(s) of Concern:
Business Title of Individual of Concern:
Date and Time of Concern:
Your Account of the incident of concern: (what was said, observed, reported and by whom)
Additional Information: (your opinion, context of concern/disclosure)
Your Response or Intervention: (what did you do/say following the concern)
Your Name (reporting party):
Your Signature (reporting party):
Your Position (reporting party):
Date and Time of Reporting:

Internal Use: The Jarrett Foundation

Action:

Investigation:

Review:

Response:

Name:Date:...

Signature:

https://thejarretgroup-my.sharepoint.com/personal/error_d_jarrettmedtech_com/Documents/3. JARRETT FOUNDATION/POLICIES/EQUALITY AND DIVERSITY/2022_Cause for Concern Form_Equality and Diversity_The Jarrett Foundation.docx

Please give this incident report to The Jarrett Foundation via email to info@jarrettfoundation.org. Do not copy it.

You have a duty to follow this up with the organisation to check that it has been received, logged and actioned. Your duty does not end with passing on the report.

Thank you