

**RUTLAND FIRST CIC**

# Equality and Diversity Policy

# 1. Aims of the Policy

Rutland First recognises and values people's differences and will assist them to use their talents to reach their full potential.

Rutland First will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that Rutland First complies with its obligations under The Equality Act 2010 and demonstrates a commitment to treating people equally and fairly.

Rutland First is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, Rutland First aims to ensure that:

- All employees/volunteers and potential employees/volunteers are treated fairly and with respect at all stages of their employment.
- All employees/volunteers have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees/volunteers or third parties outside of Rutland First.
- All employees/volunteers have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- Rutland First uses fair recruitment practices and equal opportunities in hiring e.g. advertising in diverse locations, using inclusive language and making reasonable adjustments for disabled candidates) to attract and select candidates from all backgrounds and identities, promoting a wide range of perspectives and ensuring legal compliance
- Rutland First will provide training on equality, diversity and inclusion(e.g. by educating employees on the Equality Act 2010, protected characteristics and the dangers of discrimination bias and unconscious bias)
- There is equal pay, which includes a commitment to equal pay for equal work of equal value

All employees/volunteers have the right to be free from discrimination due to their association with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

In addition, Rutland First will ensure that no one involved with it is discriminated against or treated unfairly. Therefore, this policy applies to all Rutland First employee/volunteer interaction with:

- Rutland First Members
- Service users and suppliers
- Visitors
- Partner Organisations
- Funding Bodies
- Members of the Public

### **Scope of the Policy**

This policy applies to Staff (paid), Volunteers and Board Members. This policy applies to all stages of employment including recruitment and selection, promotion and training. In addition, it applies to the treatment of Rutland First Members, Service users and suppliers, Visitors, Partner Organisations, Funding Bodies and Members of the Public.

## **2. Policy statement**

All involved or associated with Rutland First commit to:

- Contribute to an environment that is without discrimination, accessible, welcoming and free of harassment, victimisation and bullying.
- Demonstrate and share their commitment to valuing equality and diversity and to develop attitudes and behaviour that support this.
- Challenge what they consider to be unacceptable behaviour, being pro-active with regard to diversity.
- Identify their own learning and development needs on equality and diversity issues and undertake relevant training to maintain and improve their knowledge and contribute to the learning and developments of others.
- Consider what may be of offence to somebody else.
- Not tolerate exploitation of position within the organisation.
- Not make subjective judgements on ability and future potential.

### **3. Responsibilities**

Employees and volunteers (including Board members) of Rutland First have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the Board of Rutland First, with day to day management of this policy delegated to the Chair.

### **4. Breaches of the Equality and Diversity Policy by employees**

Breaches of this policy by employees may be dealt with as a disciplinary matter.

### **5. Breaches of the Equality and Diversity Policy by volunteers (including Board members) - as per Code of Conduct**

Employees, volunteers and Board Members are also personally liable under equality legislation for any act of unlawful discrimination. In carrying out the policy, Rutland First will ensure appropriate training is in place and accessed as required. There will be regular audits through management mechanisms such as Supervision and Appraisal.

### **6. Communications**

Communication of the policy to job applicants and employees/volunteers will be done through the recruitment process induction and training. The policy will be publicly available on the Rutland First website.

### **8. Working with Partners**

In selecting our partners, we will consider their commitment to Equality and Diversity.

### **9. Monitoring the Policy**

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to all employees, volunteers and to service users.

## **10. Reporting discrimination / potential discrimination**

Employees who feel that they have suffered any form of discrimination should raise the issue through the Chair of Rutland First.

Volunteers who feel that they have suffered any form of discrimination should initially raise the issue through the management structure.

If an employee/volunteer witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex (gender) or sexual orientation, even if it is not directed at them, they should also use this procedure.

## **11. Review**

This policy will be reviewed every three years, or as necessary, by the Board to ensure that it remains up to date and reflects the needs and practices of Rutland First.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.