

<u>EQUALITY, DIVERSITY AND INCLUSION</u>

MATTERS2ME CIC



Policy: Equality, diversity and inclusion policy

Policy Statement

Matters2Me CIC is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to be feel respected and able to give their best.

Matters2Me CIC – in providing goods and/or services and/or facilities – is also committed against unlawful discrimination of customers or the public.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time, full-time or voluntary.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race (including colour, nationality, and ethnic or national origin)
 - Religion or belief
 - Gender
 - Sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes:
 - Pay and benefits
 - Terms and conditions of employment
 - Dealing with grievances and discipline
 - Dismissal
 - Redundancy
 - Leave for parents
 - Requests for flexible working
 - Selection for employment, promotion, training or other developmental opportunities

Our commitments

Matters2Me CIC commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and ensures our centres represent the communities that they serve.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisations work activities.

Following a thorough and fair investigation, such acts will be dealt with as misconduct under Matters2Me CIC's grievance and/or disciplinary procedures, and appropriate action will be taken. Serious offences could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff based on merit, and a want to progress (apart from in any necessary and limited exceptions allowed under the Equality Act.)
6. Review and update employment practices and procedures when necessary to ensure fairness and to take account changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy,

and any supporting action plan, are working in practice, reviewing them annually, and considering taking action to address any issues.

Reports will take into consideration the users of the centre compared to the demographics of the area.

Agreement to follow this policy

The equality, diversity and inclusion policy forms a part of the induction process, and must be agreed at every level prior to commencement of role.

Our disciplinary and grievance procedures

Details of Matters2Me CIC's grievance and disciplinary policies and procedures can be found in our Policies manual. This includes with whom an employee should raise a grievance – usually their line manager.

Use of Matters2Me CIC's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged allegation.

Date policy adopted: _____

Signature of Chair: _____

Date policy to be reviewed: _____