Equal Opportunities & Dignity at Work Policy - Draft

The Society is committed to the promotion of equal opportunities and to achieving a working environment whereby staff (employees and volunteers), job applicants and visitors are treated in a fair and equal manner.

Purpose of the Policy

- To enable staff to realise their full potential
- To promote good and fair employment practice and thereby ensure the most effective use of staff resources.

Operation of the Policy

- The Society will make every effort to ensure that its workplaces are free from unlawful or unfair discrimination on the grounds of sex, gender (including gender reassignment), sexual orientation, race, colour, ethnic or national origin, marital status, age, disability, religious or other philosophical belief.

The Law

It is unlawful to discriminate directly or indirectly in recruitment or employment on grounds of sex, gender reassignment, pregnancy, colour, race, nationality, ethnic or national origins, sexual orientation or religion or belief, or because someone is married or is a civil partner. It is unlawful to discriminate on grounds of disability or to fail to make reasonable adjustments to overcome barriers to employment caused by disability. It is unlawful to discriminate unjustifiably on grounds of age in relation to employment. Discrimination after employment may be unlawful, eg in refusing to give a reference or in the form of reference given.

It is unlawful to discriminate directly or indirectly in the provision of goods, facilities or services to customers on grounds of sex (which may include gender reassignment), pregnancy, colour, race, nationality, or ethnic or national origins. It is unlawful to discriminate on grounds of disability or to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services.

It is unlawful to victimise someone because he or she has alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint.

Direct discrimination is treating someone less favourably than another in comparable circumstances for a prohibited reason.

Indirect discrimination is where everyone is treated in the same way but the treatment adversely affects one group more than another and cannot be objectively justified, eg requiring everyone to work full time will normally adversely affect more women than men and will be unlawful indirect sex discrimination unless there is a good reason, unrelated to sex, as to why the particular job has to be done on a full-time basis.

Commitment

- We are committed to ensuring that all of our employees and applicants for employment are protected from unlawful discrimination in employment.
- Recruitment and employment decisions will be made on the basis of fair and objective criteria.
• Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the job.

• Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.

• All employees have a right to equality of opportunity and a duty to implement this policy.

• Discrimination is a serious disciplinary matter which will normally be treated as gross misconduct.

• If you believe that you have been disadvantaged on discriminatory grounds then you should raise the matter through the Society's grievance procedure.

Dignity at Work

The Society is committed to achieving a working environment free of harassment and bullying, where everyone is treated with dignity and respect.

Harassment is unwanted conduct related to sex, gender reassignment, race or ethnic or national origins, disability, sexual orientation, religion or belief, age or any other personal characteristic which:

• has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or

• is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if this effect was not intended by the person responsible for the conduct.

Examples of harassment include

• Insensitive jokes and pranks.

• Lewd or unnecessary body contact.

• Displays of sexually offensive material, e.g. Pin-ups.

• Requests for sexual favours.

• Speculation about a person's private life and or sexual activities.

• Threatened or actual violence.

• Threat of dismissal, loss of promotion, etc. for refusal of sexual favours.

• Jokes about a person being either too old or too young to do a job properly.

• Age related jokes

A single incident can amount to harassment if it is sufficiently serious.

Bullying is defined as any form of physical or verbal attack and/or threat of such, or the abuse of position, in order to attack or undermine the confidence or ability of another, or to
place another employee under unreasonable pressure or subjecting another to detrimental treatment, by either act or omission.

Examples of bullying include:

- Picking on someone
- Setting someone up to fail
- Making threats about someone’s job security without good reason.

**Procedures in the case of Bullying or Harassment**

If you believe that you are being bullied or harassed then you may be able to sort things out informally. The individual may be unaware that you find their behaviour unwelcome or unsettling.

It is important that you tell the person their behaviour is unwelcome and offensive and say that you request that the behaviour is stopped immediately.

If the informal approach does not work or you feel the situation is too serious to be dealt with informally, you can raise the matter through the Society’s Grievance Procedure. If you feel unable to raise the matter with your line manager you may raise the matter with the Personnel Officer.

The Society will treat complaints if bullying and harassment sensitively and maintain confidentiality to the maximum extent possible.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Society’s disciplinary procedure. Conduct of this type will often be gross misconduct and can lead to dismissal.

September 2008
Equal Opportunities & Dignity at Work Policy - Draft

The Society is committed to the promotion of equal opportunities and to achieving a working environment whereby staff (employees and volunteers), job applicants and visitors are treated in a fair and equal manner.

Purpose of the Policy

- To enable staff to realise their full potential
- To promote good and fair employment practice and thereby ensure the most effective use of staff resources.

Operation of the Policy

- The Society will make every effort to ensure that its workplaces are free from unlawful or unfair discrimination on the grounds of sex, gender (including gender reassignment), sexual orientation, race, colour, ethnic or national origin, marital status, age, disability, religious or other philosophical belief.

The Law

It is unlawful to discriminate directly or indirectly in recruitment or employment on grounds of sex, gender reassignment, pregnancy, colour, race, nationality, ethnic or national origins, sexual orientation or religion or belief, or because someone is married or is a civil partner. It is unlawful to discriminate on grounds of disability or to fail to make reasonable adjustments to overcome barriers to employment caused by disability. It is unlawful to discriminate unjustifiably on grounds of age in relation to employment. Discrimination after employment may be unlawful, eg in refusing to give a reference or in the form of reference given.

It is unlawful to discriminate directly or indirectly in the provision of goods, facilities or services to customers on grounds of sex (which may include gender reassignment), pregnancy, colour, race, nationality, or ethnic or national origins. It is unlawful to discriminate on grounds of disability or to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services.

It is unlawful to victimise someone because he or she has alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint.

Direct discrimination is treating someone less favourably than another in comparable circumstances for a prohibited reason.

Indirect discrimination is where everyone is treated in the same way but the treatment adversely affects one group more than another and cannot be objectively justified, eg requiring everyone to work full time will normally adversely affect more women than men and will be unlawful indirect sex discrimination unless there is a good reason, unrelated to sex, as to why the particular job has to be done on a full-time basis.

Commitment

- We are committed to ensuring that all of our employees and applicants for employment are protected from unlawful discrimination in employment.
- Recruitment and employment decisions will be made on the basis of fair and objective criteria.
• Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the job.

• Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.

• All employees have a right to equality of opportunity and a duty to implement this policy.

• Discrimination is a serious disciplinary matter which will normally be treated as gross misconduct.

• If you believe that you have been disadvantaged on discriminatory grounds then you should raise the matter through the Society’s grievance procedure.

**Dignity at Work**

The Society is committed to achieving a working environment free of harassment and bullying, where everyone is treated with dignity and respect.

**Harassment** is unwanted conduct related to sex, gender reassignment, race or ethnic or national origins, disability, sexual orientation, religion or belief, age or any other personal characteristic which:

• has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or

• is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if this effect was not intended by the person responsible for the conduct.

Examples of harassment include

• Insensitive jokes and pranks.

• Lewd or unnecessary body contact.

• Displays of sexually offensive material, e.g. Pin-ups.

• Requests for sexual favours.

• Speculation about a person's private life and or sexual activities.

• Threatened or actual violence.

• Threat of dismissal, loss of promotion, etc. for refusal of sexual favours.

• Jokes about a person being either too old or too young to do a job properly.

• Age related jokes

A single incident can amount to harassment if it is sufficiently serious.

**Bullying** is defined as any form of physical or verbal attack and/or threat of such, or the abuse of position, in order to attack or undermine the confidence or ability of another, or to
place another employee under unreasonable pressure or subjecting another to detrimental
treatment, by either act or omission.

Examples of bullying include:

- Picking on someone
- Setting someone up to fail
- Making threats about someone’s job security without good reason.

**Procedures in the case of Bullying or Harassment**

If you believe that you are being bullied or harassed then you may be able to sort things
out informally. The individual may be unaware that you find their behaviour unwelcome or
unsettling.

It is important that you tell the person their behaviour is unwelcome and offensive and say
that you request that the behaviour is stopped immediately.

If the informal approach does not work or you feel the situation is too serious to be dealt
with informally, you can raise the matter through the Society’s Grievance Procedure. If
you feel unable to raise the matter with your line manager you may raise the matter with
the Personnel Officer.

The Society will treat complaints if bullying and harassment sensitively and maintain
confidentiality to the maximum extent possible.

Acts of discrimination, harassment, bullying or victimisation against employees or
customers are disciplinary offences and will be dealt with under the Society’s disciplinary
procedure. Conduct of this type will often be gross misconduct and can lead to dismissal

September 2008