charitable incorporated organisation number 1183921

Taunton Welcome Refugees

4i. Equality, Diversity and Inclusion Policy

Introduction

Taunton Welcomes Refugees is an equal opportunities employer. The Charity is committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

The terms equality, diversity, inclusion, and equity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Diversity' means the celebration of individual differences amongst the workforce. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Equity' means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers, ensuring equal opportunities for all. We will actively support equality, diversity, equity and inclusion and ensure that our workforce is valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. This policy covers all trustees, volunteers, staff and clients, and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary

to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

All trustees (and line managers) must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives regarding equality, diversity and inclusion both within and outside of the organisation. Training will be given on equal opportunities awareness and equal opportunities recruitment and selection best practice.

The trustees have responsibility for implementing and monitoring the Equality, Diversity and Inclusion policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

All trustees, volunteers, and staff, whether paid or voluntary, part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Charity.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our organisation as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with trustees, all individuals have a responsibility to treat others with dignity and respect. The personal commitment of everyone to this policy and application of its principles are essential to eliminate discrimination and provide equality and equity throughout the Charity.

Trustees, staff and volunteers are invited to comment on this policy and suggest ways in which it might be improved by contacting their line manager or one of the Co-Chairs of the Charity.

Breaches of this policy will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice.

Our commitment as an employer (of both paid and unpaid staff)

TWR is committed to:

- creating an environment in which individual differences and the contributions of our trustees, staff and volunteers are recognised and valued
- ensuring everyone is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- providing training, development and progression opportunities to all involved
- understanding equality and inclusion in the workplace is good management practice and makes sound business sense
- reviewing all our employment practices and procedures to ensure fairness and inclusion for all
- taking steps to ensure equity amongst our Board and volunteer workforce such as ensuring that our vacancies are advertised to a diverse range of potential candidates and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in our Charity, taking positive action to recruit disabled people and ensuring there are no unlawful barriers to accessing our employment opportunities, training, progression opportunities, benefits and facilities.
- ensuring that diversity in our Board and volunteer workforce will be regularly monitored to ensure equal opportunities throughout the Charity. Where appropriate, measures will be taken to identify and remove unnecessary obstacles and to meet the special needs of disadvantaged or underrepresented groups
- monitoring and reviewing this policy every two years.

Our commitment as a service provider

The organisation is committed to:

- providing services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation
- making sure our services are delivered equally and meet the diverse needs of our clients
- taking steps to ensure equity amongst our clients such as removing any unlawful obstacles to accessing our services or facilities. Where appropriate, measures will be taken to identify and remove unnecessary barriers and to meet the special needs of disadvantaged or underrepresented groups
- fully supporting this policy by the Board of trustees and ensuring agreement has been reached with all staff

- having clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- monitoring and reviewing this policy every two years

Equal opportunity policy statements

Age

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people are given equal access to our employment, training, development and promotion opportunities
- challenge discriminatory assumptions about younger and older people.

Disability

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities. If we feel that a particular adjustment would not be reasonable, we will discuss this with you and try to find an alternative solution where possible
- challenge discriminatory assumptions about disabled people
- seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation
- If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate
- We will review the physical features of any premises we might use, to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access or seek alternative arrangements.

Race

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racist incidents
- actively promote race equality and inclusion
- take positive action to redress the negative effects of discrimination against everyone
- offer equal access for everyone to representation, services, employment, training and pay, and encourage other organisations to do the same.

Gender

We will:

- challenge discriminatory assumptions about gender

- take positive action to redress the negative effects of discrimination against everyone
- offer equal access for everyone to representation, services, employment, training and pay, and encourage other organisations to do the same
- provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

Sexual orientation

We will:

- ensure that we take account of the needs of everyone, including the LGBTQ+ communities
- promote positive images of the LGBTQ+ communities
- challenge discriminatory assumptions about the LGBTQ+ communities
- take positive action to redress the negative effects of discrimination against everyone
- offer equal access for everyone to representation, services, employment, training and pay, and encourage other organisations to do the same.

Religion or belief

We will:

- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.
- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible

Pregnancy or maternity

We will:

- ensure that people are treated with respect and dignity during pregnancy or maternity leave
- challenge discriminatory assumptions about pregnancy or maternity
- ensure that no individual is disadvantaged during pregnancy or maternity leave and that we take account of the needs of our employees' during pregnancy or maternity leave.

Marriage or civil partnership

We will:

- ensure that people are treated with respect and dignity regardless of marriage or civil partnership status
- challenge discriminatory assumptions about the marriage or civil partnership of our employees
- ensure that no individual is disadvantaged as a result of their marriage or civil partnership status.

Part time and fixed term work

Part time and fixed term staff should be treated the same as comparable full time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Equal pay

We will ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.