



# Equality, Diversity and Inclusion Policy

## **Scope of Policy - (applies to) Staff and students**

IWYS – It's What You Say - 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 feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

IWYS is committed to respect and fair treatment for everyone, eliminating discrimination and actively promoting equality of opportunity and delivering fairness to all.

### **The policy's purpose is to:**

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- 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, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

### **The Provision commits to:**

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- 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

- 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 organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints 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.

- 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.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, 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 and taking action to address any issues.

The equality, diversity and inclusion policy is fully supported by senior staff and has been agreed with by Directors.

Details of the organisation's grievance and disciplinary policies and procedures can be found in the staff induction folder. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Our policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the workplace.

## Appendix A: Glossary of terms

| Terminology                              | Description or example   |
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| <b>Adverse impact:</b>                   | Identified where IWYS operation has a less favourable effect on one or more groups covered by equality law than it has on other groups.  |
| <b>Age:</b>                              | A person belonging to a particular age (for example 11 year olds) or range of ages (for example 11 to 16 year olds).   |
| <b>Associated Discrimination:</b>        | Where a victim of discrimination does not have a 'protected characteristic' but is discriminated against because of their association with someone who does e.g. the parent of a disabled child.   |
| <b>Dependants:</b>                       | An employee's spouse, child or parent, or anyone who lives in the same household (except employees, tenants, lodgers or boarders).   |
| <b>Differential impact:</b>              | Identified where a policy or practice affects a given group or groups in a different way to other groups. Unlike adverse impact, differential impact can be positive or negative.  |
| <b>Direct Discrimination:</b>            | Occurs where a person is treated less favourably on the grounds of being a member of a particular group than a person who is not from that group would be treated in the same or similar circumstances.  |
| <b>Disability:</b>                       | A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.<br>Also refer to 'Reasonable adjustment'.  |
| <b>Diversity:</b>                        | Diversity is about respecting and valuing the differences between people. It is also recognising and understanding the mix of people and communities who use services and their different needs.   |
| <b>Equal Opportunities:</b>              | Equal opportunities, or equality of opportunity, may be defined as ensuring that everyone is entitled to freedom from discrimination. There are two main types of equality encompassed in equal opportunities. The term has mostly been replaced by Equality, Diversity and Inclusion (EDI) in recent years. |
| <b>Equality:</b>                         | Equality is about fairness, and not discriminating against individuals or groups because of peoples' backgrounds.  |
| <b>Equality Impact Assessment (EIA):</b> | A detailed and systematic analysis of how a policy, practice, procedure or service potentially or actually has differential impact on people of different 'protected characteristics'.   |
| <b>Equality strands:</b>                 | Different equality groups/communities in equal opportunities law, now replaced by the Equality Act (2010) - refer to 'Protected Characteristics'.  |
| <b>Gender Reassignment:</b>              | The process of transitioning from one gender to another.   |

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| <b>Harassment:</b>                     | Unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.   |
| <b>Indirect Discrimination:</b>        | Refers to applying IWYS operations that disadvantages people of different 'protected characteristics'. Indirect discrimination is illegal if it cannot be justified as a proportionate means of achieving a legitimate aim.  |
| <b>Marriage and Civil partnership:</b> | Marriage is a union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).   |
| <b>Perceived Discrimination:</b>       | Applicant/employee treated less favourably because it is perceived that the applicant/employee has a protected characteristic. Even though the employee/employer may be mistaken it is still discriminatory.   |
| <b>Prejudice:</b>                      | An adverse judgement, conviction or opinion formed beforehand or without knowledge or examination of the facts. It may be felt or expressed. It may be directed, without reason, toward a group or an individual of that group and may develop into an irrational suspicion or hatred.   |
| <b>Pregnancy and Maternity:</b>        | Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding. |
| <b>Protected Characteristics:</b>      | Gives legislative protection from discrimination to the following 'protected characteristics':<br>Age<br>Disability<br>Gender Reassignment<br>Marriage and Civil partnership<br>Pregnancy and Maternity<br>Race<br>Religion or Belief (including non-belief)<br>Sex/Gender<br>Sexual Orientation   |
| <b>Qualitative Data:</b>               | Information that is difficult to count measure or express in numerical terms (for example, feedback from focus groups or interviews).  |
| <b>Quantitative Data:</b>              | Information that can be expressed in numerical terms, counted or compared on a scale (for example, monitoring data).   |
| <b>Race:</b>                           | Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.  |

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| <b>Reasonable Adjustment:</b> | Where a disabled person is at a substantial disadvantage in comparison  |
|                               | with people who are not disabled, there is a duty to take reasonable steps to remove that disadvantage by:<br>Changing provisions, criteria or practices<br>Altering, removing or providing a reasonable alternative means of avoiding physical features<br>Providing auxiliary aids  |
| <b>Religion and belief:</b>   | Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.   |
| <b>Sex:</b>                   | 'Sex' is understood as binary, with a person's legal sex being determined by what is recorded on their birth certificate.<br>'Gender' refers to socially constructed roles of women and men and/or an individual's conception of their identity. The term is often used interchangeably with 'sex', partly in recognition that much of the inequality between women and men is driven by underlying social and power structures rather than by biological sex. Although the Equality Act protects people from discrimination because of their sex, other UK legislation (such as the regulations requiring employers to publish their gender pay gap) refers to gender. |
| <b>Sexual orientation:</b>    | Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.   |
| <b>Trans:</b>                 | Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth, including people who are non-binary or otherwise gender non-conforming and women or men with a trans past.   |
| <b>Victimisation:</b>         | Subjecting a person to a detriment because they have done a protected act or there is a belief that they have done a protected act.   |

## Appendix B: Summary of how the policy impacts people

| <b>What does this mean for:</b>         | <b>Positive Impact</b>   |
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| <b>Someone applying to work at IWYS</b> | You can be confident that you are applying to work for an organisation fully committed to ensuring equality and diversity and that the recruitment process fully supports and upholds this statement.              |
| <b>An employee at IWYS</b>              | You are working for an organisation whose commitment to the promotion of equality and diversity is furthered by a range of policies and procedures that ensure IWYS is benefiting from best practice in this area. |

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| <b>As a student at IWYS</b>   | You will benefit from studying at a IWYS with a diverse student body and workforce. Our commitment to equality and to dignity and respect is furthered through policies, and IWYS strategy to teaching and learning. |
| <b>As a partner organisation in any sector (public, private or voluntary)</b> | You can be welcomed and treated with dignity and respect. You will work with IWYS to promote equality within joint activities for the benefit of all.  |
| <b>As a contractor working on our premises</b>                                | You have both rights and duties (as detailed in your contract) and will act in accordance with our principles and standards.   |
| <b>Visiting IWYS</b>  | You will be welcomed and treated with dignity, respect and courtesy.   |