Hunslet and Belle Isle Community Project (HBCP).

Equality, Diversity and Inclusion Policy.

1. Statement of Intent

HBCP is committed to encouraging equality, diversity and inclusion across the charity, and eliminating unlawful discrimination.

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

In providing goods services and/or facilities HBCP is also committed against unlawful discrimination of service users or the public.

2. Purpose

The purpose of this policy is to:

i) Provide equality, fairness and respect for all staff, whether temporary, part-time or full-time, for all job applicants and for all volunteers

ii) 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
- sexual orientation

iii) Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment/volunteering
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

3. **Policy and Implementation**

All trustees and/or project leaders are responsible for ensuring employees and volunteers in their area of responsibility are made aware of the content of this policy and their rights and responsibilities. This can be done through various means such as induction processes, appraisals and team meetings.

HBCP commits to:

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

ii) Create an 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 and volunteers are recognised and valued.

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

All staff and volunteers 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

iii) Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, volunteers, service users, suppliers, visitors, the public and any others in the course of HBCP's work activities.

Such acts will be dealt with as misconduct under HBCP'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.

The following acts are unlawful and would constitute misconduct or gross misconduct liable to disciplinary action, which may include summary dismissal in the absence of mitigating circumstances:

- Discriminating in the course of employment or prospective employment against fellow or future employees in job, transfer or promotion applications on the grounds established in this Equality Policy
- Inducing or attempting to induce employees to practise unlawful discrimination
- Indulging in verbal or physical, sexual or racial harassment of a nature that is known, or should be known, to be offensive to the victim
- Victimising individuals who have made allegations or complaints of any discrimination or harassment or provided information about such discrimination or harassment

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.

iv) Make opportunities for training, development and progress available to all staff and volunteers, 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 charity.

v) Make decisions concerning staff, job applicants and volunteers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

vi) Review employment and volunteering practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

vii) 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 bi-annually, and considering and taking action to address any issues.

4. **HBCP is committed to its legal responsibilities, as follows:**

- ensuring that no user of the services of HBCP, and no job applicant or employee, receives less favourable treatment due to a protected characteristic (i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) as stated in the Equality Act 2010.

- ensuring ex-offenders are not discriminated against due to unrelated and spent criminal convictions within the provisions of the Rehabilitation of Offenders Act 1974

- ensuring part-time workers are not treated less favourably than full-time workers within the provisions of the Part-time Workers Regulations 2000
- ensuring fixed term employees are treated no less favourably than comparable permanent employees within the provisions of the Fixed Term Employees Regulations 2002.

5. **Occupational Requirements**

HBCP recognises that some of the paid or voluntary roles in the organisation may have an occupational requirement for a particular characteristic. HBCP may therefore apply an occupational requirement to certain posts, in line with the provisions in the Equality Act 2010 which is that it can be shown that 'having regard to the nature or context of the work—

(a) it is an occupational requirement,

(b) the application of the requirement is a proportionate means of

achieving a legitimate aim'[1]

Anyone who perceives an instance of non-adherence to this policy and/or the legal responsibilities should raise it with the relevant line manager in the first instance, or another manager, or if necessary, contact the Chair of Trustees.

All such matters will be taken seriously and investigated quickly, fairly and with confidentiality. If the issue cannot be rectified, the next step would be to deal with the

matter under HBCP's Grievance Policy or Disciplinary Policy, or in cases of serious unlawful acts, may be treated as a criminal offence.

1 Equality Act Sch 9 para 1(1)

Further information on Equal Opportunities can be found at https://www.gov.uk/government/organisations/ministry-of-justice/about/equality-and-diversity

www.acas.org.uk

https://www.equalityhumanrights.com/en

Equality Act 2010 from Legislation.gov.uk

DATE OF LAST REVIEW: November 2026

DATE OF NEXT REVIEW: December 2027