



**LEICESTER RAPE CRISIS**

## **EQUALITY and DIVERSITY POLICY**

**Date for review: September 2020**

### **Policy Statement**

The organisation recognises that everyone has a contribution to make to our society and a right to equal opportunity. We are committed to providing equal opportunities and to avoiding unlawful discrimination in accordance with the Equality Act 2010.

It is unlawful to discriminate directly or indirectly during recruitment or employment against an individual because of any of the protected characteristics as outlined in the Equality Act 2010.

The nine protected characteristics are; age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion; belief or political affiliation; sex and sexual orientation.

The responsibility for ensuring equality among potential and actual service users, volunteers, members and staff rests ultimately with the Trustees of the Board. The CEO, volunteers and staff are responsible for the implementation of the policy, its observance, monitoring on a day to day basis and reporting on its operation to the Trustee Board.

The policy will be reviewed on a regular basis, at least annually, and the organisation reserves the right to make changes as required. Significant changes will be subject to the appropriate process of consultation with the relevant representative body.

## Aims

Leicester Rape Crisis is committed to working towards eliminating all forms of discrimination both through its own work and through its employment policies and practices.

This policy aims to:

- Assist the organisation to promote and deliver equality in practice
- Ensure that the work environment is free from discrimination and harassment, and that potential job applicants/workers or current employees, members, volunteers, service users or organisations/individuals will be treated with dignity and respect
- Ensure that employees do not commit unlawful acts of discrimination.

## Objectives

The organisation will ensure that:

- All employees, volunteers, members and service users will be treated fairly and with respect, and are not discriminated against through the terms and conditions under which they have been engaged
- The organisation has fair recruitment guidelines and all vacancies will be advertised internally and externally where possible, and will include a statement on equality and diversity
- Selection for employment/volunteering, promotion and training will be on the basis of aptitude and ability. All selection/rejection decisions will be recorded.
- All employees/volunteers will be helped and encouraged to develop their full potential and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation.
- We provide a safe and secure working environment

These objectives will be achieved through:

**Recruitment and selection:** Leicester Rape Crisis aims to receive the widest response to recruitment. All vacancies will be advertised internally and externally where applicable. Information sent to applicants will include a relevant job

description and a person specification, together with details of our Equality and Diversity statement.

Selection will be made via the criteria detailed in the job description and person specification to ensure that selection is justifiable on non-discriminatory grounds as being essential for effective performance in the role.

Reasons for selection and rejection of applicants will be recorded and available on request.

**Training and Career Development:** Leicester Rape Crisis will ensure that access to training and Opportunities development is made available without unlawful discrimination, and will ensure that such opportunities are made equally available to all, with decisions based solely on the qualifications and job suitability of the candidates. Induction training is particularly important and will be made available to all;

**Terms and Conditions of Employment:** Leicester Rape Crisis will ensure that policies and other relevant issues associated with Terms and Conditions of Employment comply with legal minimum standards, are formulated and applied without regard to age, sex, gender identity, pregnancy, maternity, marital status, disability, colour, race, nationality, ethnic or national origins, sexual orientation, religion, belief or political affiliation and are reviewed regularly;

**Working Environment:** Leicester Rape Crisis will ensure that staff and volunteers are provided with an environment in which they are able to conduct their work safely, securely and without discrimination;

**Communication and Training:** Leicester Rape Crisis will ensure that everyone is aware of the organisation's Equality and Diversity Policy, are conversant with their responsibilities under it and are trained so that they are able to meet those responsibilities effectively;

**Complaints:** Leicester Rape Crisis will ensure that complaints will deal speedily and effectively with any complaints of alleged discrimination and harassment, ensuring that all such complaints are fully investigated and that remedial action is taken where necessary;

**Monitoring:** Leicester Rape Crisis will maintain appropriate records to enable effective monitoring of compliance with this policy:

**Post Termination:** Leicester Rape Crisis will ensure that no discrimination or harassment occurs after an individual has ceased employment;

**Procedures:** Leicester Rape Crisis will ensure that appropriate procedures and measures are in place to support the aims of this policy.

## **Grievances**

If you consider that you have been unlawfully discriminated against you may use the organisation's grievance procedure to make a complaint.

Leicester Rape Crisis will take any complaint seriously and will seek to resolve any grievance which it upholds. You will not be penalised for raising a grievance even if the grievance is not upheld, unless the complaint is both untrue and made in bad faith.

Use of the grievance procedure does not affect the right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months from the beginning of the act of discrimination complained of.

## **Responsibilities**

You have a legal and moral obligation not to discriminate, and to report incidents of discrimination against any individual or group of individuals

- Everyone must read, understand and follow the principles of this document:
  - All can be held personally liable as well as, or instead of the organisation for any act of unlawful discrimination. Those who commit serious acts of harassment may be guilty of a criminal offence:
  - Acts of discrimination, harassment, bullying or victimisation against other employees, volunteers, service users and others presently in connection with the organisation will be dealt with under Leicester Rape Crisis's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.
- Please seek clarification on any points which are unclear;
- Assist Leicester Rape Crisis to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

## **Relevant Legislation reading list;**

### **The Equal Pay Act**

[http://www.womenandequalityunit.gov.uk/legislation/equal\\_pay\\_act.htm](http://www.womenandequalityunit.gov.uk/legislation/equal_pay_act.htm)

### **Sex Discrimination Act**

[http://www.womenandequalityunit.gov.uk/discrimination\\_act.htm](http://www.womenandequalityunit.gov.uk/discrimination_act.htm)

### **The Disability Discrimination Act**

<http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/DisabilityRights/DG4001068>

### **Race Relations Act**

<http://www.homeoffice.gov.uk/equality-diversity/race-relations/>

### **Age Discrimination Act**

[http://www.direct.gov.uk/en/Employment/Employees/DiscriminationAtWork/DG\\_10026429](http://www.direct.gov.uk/en/Employment/Employees/DiscriminationAtWork/DG_10026429)

### **Sexual Orientation Discrimination**

[http://www.direct.gov.uk/en/Employment/Employees/DiscriminationAtWork/DG\\_10026540](http://www.direct.gov.uk/en/Employment/Employees/DiscriminationAtWork/DG_10026540)

### **Equality Act**

[http://www.equalities.gov.uk/equality\\_act2010.aspx](http://www.equalities.gov.uk/equality_act2010.aspx)

