



# **Equalities & Diversity Policy**

**May 2013**

## EQUALITIES AND DIVERSITY POLICY

### 1. **General**

1.1 CLF, through its trustees, management, staff and volunteers, pledges to promote equality of opportunity for all persons regardless of (for example) gender, race, class, ethnic minority, nationality, marital status or sexual orientation; and for those with special needs.

### 1.2 **Why CLF is committed to equal opportunities**

The rationale for CLF commitment to equal opportunities includes:

- an understanding of the importance of opening CLF up to all sections of the community and of identifying, using and developing the skills and talents offered by members and potential members of CLF, to their and CLF benefit;
- the awareness that, in addition to being illegal and immoral, discrimination is also wasteful;
- the recognition of the negative impact on individuals of the effects of discrimination in terms of educational attainment, career progression, self-fulfilment and self-esteem.

### 1.3 CLF

- a) recognises its duty to eliminate racial discrimination and will promote good relations between persons of different ethnic groups;
- b) recognises that sexism, like racism, is incompatible with good practice and that a commitment to anti-sexism and anti-racism is a fundamental legal duty for all employees;
- c) recognises the right of those with special needs to participate fully in the CLF services and will make suitable provision wherever possible.

### 1.4 **Equality and Diversity Statement**

CLF is proud to be a multi-cultural community. We value diversity, and are determined to ensure:

- That we treat all individuals fairly, with dignity and respect;
- That the opportunities we provide are open to all;
- That we provide a safe, supportive and welcoming environment - for staff, volunteers, users and trustees.

1.5 CLF is committed, through all its employees, to a policy promoting wide opportunity of access at all levels. It recognises that this policy will enhance and enrich all concerned by the diversity of experience gained.

1.6 CLF recognises that discrimination can take various forms (overt, covert, unconscious and institutional) and has a destructive effect on the recipients, perpetrators and all those who live and work in such an atmosphere.

## **2. User group**

### **2.1 Advertising**

All publicity material will seek to assure **all** users from minority groups that they will be welcomed – through, for example, the use of sensitive and appropriate language and culturally sensitive images. CLF will seek to identify areas of work where a strong bias operates and encourage positive efforts to address this.

### **2.2 Monitoring**

Data required to assist in the furtherance of Equality and Diversity policies must be collected with care and sensitivity, with rigorous safeguards as to confidentiality and disposition of statistics. All services must collate appropriate monitoring minority ethnic, gender and disability information, and produce quarterly reports to the Board. Future service development must be informed by the take-up of existing services – any gaps in service provision to minority groups must be addressed in a positive and effective way.

## **3 Staff**

### **3.1 Recruitment:**

CLF ensures that advertisements for staff vacancies are carefully worded so that there is no indication of discrimination either directly or indirectly. Information given to candidates such as job descriptions, person specifications or other job information seeks also to be non-discriminatory.

### **3.2 Selection**

Applicants are shortlisted against pre-agreed criteria that are applicable and relevant to the level of job. Those responsible for shortlisting are required to give feedback to unsuccessful applicants if so requested.

Interviewers should be aware that the way individuals present themselves is partly dependent on their background and culture. Selection for employment, or promotion, should be based on the individual's skills and ability to do, or to train for, the particular job in question.

### **3.3 Appointments**

Applicants with special needs are invited to state particular requirements and to discuss them with relevant staff before making application, or before or after interview. All appointees should receive copies of CLF Equality and Diversity - these issues should be covered at Induction.

### 3.4 Monitoring

Data that is required to assist in the furtherance of Equality and Diversity policies must be collected with care and sensitivity, with rigorous safeguards as to confidentiality and disposition of statistics. In addition to statistics obtained whilst recruiting, there should be subsequent monitoring points, such as probation, re-grading or transfer.

### 3.5 Training

CLF will ensure that there is appropriate provision for staff to train and re-train in all relevant aspects of equality and diversity. Staff are encouraged to take up opportunities for appropriate training concerning special needs. All staff involved with interviewing staff and students should have relevant training in interviewing techniques.

## **4. Service Providers and Visitors**

4.1 CLF will take all reasonable steps to ensure that those who provide services to, and / or on behalf of, CLF and all visitors are aware of and observe the Equality and Diversity Policy.

4.2 It is the responsibility of the service provider and / or visitor to ensure that they behave appropriately towards all members and users of CLF.

4.3 CLF will refuse to deal with any service provider / visitor who does not observe the Equality and Diversity Policy.

## **Related Codes of Practice and Procedural Guidelines**

### **5 Race Equality**

5.1 It is imperative that staff, volunteers and visitors are aware of CLF legal commitments under race discrimination legislation, and its opposition to all forms of racism, and that procedures exist to combat discriminatory practices. All staff and volunteers should receive copies of this Race Equality statement and code of practice. Racist incidents, which involve staff and volunteers, will be dealt with under CLF disciplinary procedures. Incidents subject to such disciplinary procedures are:

- Physical assaults/threats against a person or group because of colour or ethnicity;
- Racist insult / jokes / name calling;
- Racist graffiti or any other written insult;
- Provocative behaviour (eg wearing racist badges or insignia)
- Racist comments in offices / conversation
- Attempting to recruit for racist organisations or groups;
- Racist literature (leaflets, comics, magazines) brought into CLF without critical comment;
- Providing a platform for racism.

### **6. Gender Equality**

6.1 It is imperative that all staff, volunteers and visitors are aware that CLF is opposed to all forms of discrimination on grounds of sexual orientation. It is equally opposed to sexual harassment.

6.2 Sexual harassment may be briefly described as repeated, unreciprocated and unwelcome looks, jokes, suggestions or physical images that create a stressful or intimidating working environment.

6.3 CLF recognises its legal duty under the Sex Discrimination Act 1975 and other relevant legislation to oppose all forms of discrimination against women in employment, promotion, transfer or training in their admission as students and in providing them full access to all benefits, facilities and services.

- 6.4 All staff and volunteers should receive copies of this Race Equality statement and code of practice. Incidents subject to disciplinary procedures are:
- Sexual harassment (as defined in section 6.2)
  - Offensive sexual comment, in any context;
  - Wearing of offensive badges or slogans;
  - Publishing, distributing or promoting offensive texts or images without critical comment.

## **7. Special Needs**

- 7.1 In accordance with its policy of Equality and Diversity, CLF is committed to a policy of welcoming staff and volunteers with special needs; to assimilate them into the life and to fully integrate them into the structure of CLF.
- 7.2 CLF will actively pursue a policy of identifying and combating discrimination towards people with special needs (including disabilities).
- 7.3 The complex issues arising from the varied needs of individuals can be dealt with only when they are accepted as full members of CLF.
- 7.4 In order to eliminate discrimination CLF must consciously monitor its procedures and policies. In addition CLF needs to foster an atmosphere in which its staff and users can be increasingly aware of the nature of discrimination with the aim of eradicating it.

## **8. Implementation, Monitoring and Publishing**

- 8.1 It is incumbent upon all members of staff and volunteers to ensure that policies are carried out and codes of practice fulfilled.
- 8.2 Induction programmes for staff and volunteers should heighten awareness of the problems of racist and sexist attitudes, and the particular problems of those with special needs. Moreover, Equality and Diversity policies can only be fully effective through the constant development of awareness of all staff and volunteers.
- 8.3 CLF will publish monitoring data annually. The responsibility for establishing and using appropriate methods of reporting lies with the Director.