

# Equal Opportunities and Diversity Policy 2017

The suggested changes in this draft are mainly to reduce the amount of duplication with other policies and general verbiage whilst ensuring that our total commitment is clear.

## 1. INTRODUCTION

- 1.1. The Management Committee (MC) takes responsibility, through the Chief Executive, for valuing diversity, working towards equality and combating unfair discrimination, in service delivery, work with the community and employment, at Gingerbread Corner.
- 1.2. GBC values diversity as an asset to be built upon and does not unfairly discriminate on any grounds which cannot be shown to be justifiable within the context of this policy, including age, appearance or physical attributes, belief, class, colour, culture, disability, ethnic origin, ex-offender status, gender, health status, marital status, nationality, parental status, political beliefs, race, responsibility for dependents, religious or philosophical beliefs, sexual orientation or trade union membership<sup>1</sup>.
- 1.3. GBC will not employ staff or volunteers who openly condone and/or implement unfair discrimination; clients who behave in a discriminatory way may lose their place.

## 2. AIMS & OBJECTIVES

2.1. GBC will ensure the following, as far as is practicable and reasonable :

- The composition of the MC and workforce reflects that of our clients and/or local community
- GBC's facilities and materials, etc. are accessible, and access to information and records is open and transparent
- Staff are aware of the needs of groups who may face discrimination (through training, information-sharing, etc.)
- Discriminatory behaviour/actions are challenged
- The provision of a safe and accessible environment, free from discrimination, harassment and violence, which values and respects individuals' identities and cultures, etc.
- Partnership-working with other agencies to eliminate sexual harassment, domestic violence and other hate crimes
- The development and maintenance of links with other community groups and agencies
- Diversity (for example in language, diet, dress or faith) is recognised, and any responses are sensitive to the different needs of different groups of people
- The wide variety of lifestyles and cultures is respected and celebrated
- All relevant policies and procedures and recruitment and selection process are regularly reviewed to ensure that they do not perpetuate discrimination.

## 3. EMPLOYMENT & RECRUITMENT

- 3.1. GBC will make reasonable adjustments to the duties of a job/work environment to enable accessibility for a disabled applicant/existing disabled member of staff, regarding both physical access and access to information.
- 3.2. Where the ill-health of an applicant or existing employee could be covered by the DDA, but is intermittent, GBC may ask for specific information including:

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<sup>1</sup> Within the limitations of legislation and other requirements such as the Statutory Framework for the Early Years Foundation Stage

- the frequency of episodes, their severity and when they last occurred
- how they could impact on the job being offered
- evidence that the candidate's GP or specialist considers that the individual is covered under the DDA.

3.3. GBC will endeavour to make provision for religious requirements and festivals.

3.4. See the Safeguarding Policy and Prevention of Illegal Working Protocol for more information on recruitment.

#### 4. SERVICE PROVISION

4.1. See Child Care Management and Operations for further information.

#### 5. TYPES OF UNFAIR DISCRIMINATION

5.1. Unfair discrimination can be direct, indirect, intentional or unintentional. It deprives people of better life experiences and can, when linked to power, result in oppression.

5.2. It may be at an individual level, where prejudiced attitudes or behaviours may occur or an institutional level, where prejudices may become embedded in policies and practices. It may be detected in processes, attitudes or systems which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness, and stereotyping which disadvantage particular groups or individuals.

5.3. GBC works to ensure that individuals and groups are not patronised, stereotyped, insulted, excluded or derided through the language we use.

#### 6. TRAINING

6.1. We run our own in-house Equal Opportunities/Diversity training and ensure that these issues are incorporated into all relevant training.

6.2. Bearing in mind budgetary constraints, GBC will provide training and personal development to ensure that all staff members reach their full potential.

#### 7. MONITORING & EVALUATION

7.1. GBC takes into account equalities and diversity issues when reviewing, monitoring and evaluating policies, procedures and practices.

7.2. GBC monitors ethnic origin, gender, age, people with disabilities, parental and marital status of MC members, staff and clients and compares this anonymised data with that of the local community.

7.3. Where possible, GBC will use positive action measures and targets to redress any imbalance in the composition of our clients/staff, etc.

#### 8. REVIEW

8.1. This Policy is reviewed annually and the next review is due July 2018.