

## Equality, diversity and inclusion policy

### Aims of this Policy

CANDI recognizes and values people's differences and will assist them to use their talents to reach their full potential.

CANDI will do all it can to ensure it recruits, trains and promotes people based on relevant attitude, qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that CANDI complies with its obligations under equality and employment legislation and demonstrates our commitment to treating people equally and fairly.

CANDI is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees, trustees and volunteers have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not associates of CANDI, such as customers or service users.
- All employees, trustees and volunteers have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees, trustees and volunteers have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

### Scope of the policy

The policy applies to; -

- Trustees
- Employees
- Volunteers.
- Service Users
- Students on work experience.
- Placements.
- Contractors

The policy applies to all stages of employment for CANDI volunteers and employees including recruitment and selection, promotion and training.

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Discrimination may take the following forms:-

**DIRECT DISCRIMINATION:** - Is when an employee or applicant is treated less favourably than someone else because of their, sex, marriage or civil partnership, gender reassignment, pregnancy and maternity leave, sexual orientation, disability, race, religion or belief, age, when there is no genuine occupation requirement for it.

People also must not be discriminated against because they are on a part-time or fixed term contract.

**INDIRECT DISCRIMINATION:** - This is where there is a working condition, practice or rule that disadvantages one group of people more than another e.g.: - when it is more difficult for people from a particular group to comply with the requirement. Even if it is done accidentally indirect discrimination is unlawful. Indirect discrimination is only allowed if it is necessary for the way the business works and is no other way of achieving it.

**DISCRIMINATION ARISING FROM DISABILITY:** - This is where a disabled person is treated unfavourably because of something connected to their disability where it cannot be objectively justified. This only applies where the organisation knew or could reasonably be expected to know that the person was disabled.

**ASSOCIATIVE DISCRIMINATION:** - This is where someone is treated worse than someone else because they are associated with someone with protected characteristic.

**PERCEPTIVE DISCRIMINATION:** - This is where someone is treated worse than someone else because there has been an incorrect assumption that they have protected characteristic. This applies even if the person does not possess the characteristic.

**THIRD PARTY HARASSMENT:** - This is where an employee is harassed by a third party, who is not an employee – e.g. volunteers or service users, outside agencies. The organisation becomes liable if the has happened on at least two occasions, that it is aware that it took place and have not taken steps to prevent it happening again.

### Policy statement

As a charity, CANDI values the variety of different views, outlooks, experience and approaches that a diverse workforce/volunteer group can bring. This assists us to provide improved services and increase our understanding of our service users/and the local and wider community.

We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

### Responsibilities

Employees and volunteers (including trustees) of CANDI have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices, taking appropriate disciplinary action in accordance with Employment and Equality legislations

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with CANDI trustees

### Breaches of the Equality and Diversity Policy by employees

Breaches of this policy by employees may be dealt with under CANDI disciplinary procedures.

### Breaches of the Equality and Diversity Policy by volunteers (including trustees)

CANDI volunteers and trustees are expected to uphold the reputation and integrity of the charity and actively undertake to uphold the Equality, Diversity and Inclusion policy. Your position as a volunteer may be jeopardised should you fail to follow the policy.

Whilst CANDI is potentially liable for any discriminatory acts carried out by its volunteers, staff or trustees, the individual who carried out the discriminatory act can also be personally liable under equality legislation for any act of unlawful discrimination.

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### Equality and diversity in practice

In carrying out the policy, the organisation will carry out the following actions: Particular attention will be placed on the following: -

- Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures.
- Entry to employment/volunteering or progression within it to be based on merit.
- Not discrimination in opportunities for recruitment, training, promotion or transfer of employees or volunteers.
- Ensure that every individual is assessed according to his or her personal capability to carry out a given task/role.
- Ensure that all employees are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value.
- Ensure equal opportunities and non-discrimination in the application of grievance and disciplinary procedures.
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment or volunteering tasks and opportunities.
- Ensure that the policy is reviewed annually and any required amendments to legislation and policy is made in good time and adhered to.

### Implementation of the policy

All staff, trustees and volunteers will be involved in creating an equality environment and one that values diversity and the merits of inclusive working practice within CANDI and the wider community.

### Communications

- CANDI will make a copy of the policy available to prospective employee/volunteer applicants.
- Ensuring all new starters have the opportunity to discuss the policy with trustees, line managers, colleagues.
- Will use team meetings to discuss the policy and defining areas where practice could be improved and where applicable link actions to meet the seven-point charity governance standards endorsed by the UK Charity Commission.
- Provide non-discrimination selection training for trustees/staff who are recruiting.
- Provide Equality, Diversity and Inclusion training and guidance to staff volunteers, and trustees.
- Include reference to abiding by the policy in staff/volunteer/trustee terms and conditions of service/contracts/agreements.
- To incorporate specific responsibilities into job/role descriptions.

### Working with partners

In selecting partners CANDI will consider their commitment to Equality and Diversity and Inclusion by: -

- Asking to see their policies.
- Asking what they do in practice, including monitoring policy.

### Users of our service

We will make our services accessible by:

- Considering formats for promotional materials.
- Ensuring appropriate use of language/formats/fonts/size, /easy read and languages relevant to the diversity of the local community.
- Considering locations and accessibility to/where CANDI services are promoted/advertised.

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- Considering the diverse make up of our trustees, staff and volunteers, in relation to our service users and the needs of the wider local community.

### Monitoring the policy

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

CANDI will use a variety of methods and resources to ensure effective monitoring of the Equality, Diversity and Inclusion policy

Monitoring will relate to both trustees/employees/ volunteers and service users. Methods used will include:

- Equality, Diversity, inclusion monitoring form – in compliance with Data Protection legislation.
- Trustee meetings.
- Consultation process with service users.
- Information on location of service users and they heard about the service.
- Take up of services and elements most used.

### Reporting discrimination / potential discrimination

Employees who feel that they have suffered any form of discrimination should raise the issue in accordance with the CANDI Employment grievance procedure, through either line manager or trustee chairperson.

Volunteers who feel that they have suffered any form of discrimination should raise the issue in accordance with CANDI volunteer grievance procedure through either the allocated project worker/line manager

Service users who feel that they have suffered any form of discrimination should raise the issue with either their allocated project worker, line manager or appointed person responsible for the support of volunteers (or where line manager is implicated) to their peer in line with volunteer agreement and grievance procedure.

Employees/volunteers/service users should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of CANDI.

CANDI will not tolerate any harassment from third parties towards its employees/volunteers/service users and will take appropriate action to prevent it happening again.

All complaints will be treated seriously, promptly and confidentially.

If an employee or volunteer witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them, they should also use this procedure.

### Review

This policy will be reviewed every three years by CANDI trustees to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered

### Document control

Last updated	11 June 2024
Next review	10 June 2025