



# HYDE PARK SOURCE

## Equality and Diversity Policy

Hyde Park Source (HPS) is an organisation striving to:

- Provide an equality of opportunity, ensuring that those facing discrimination in our society feel welcome and safe within HPS and feel able to participate fully in it.
- Take account of the differences between individual people and groups of people, placing a positive value on those differences.
- Bring diverse groups of people together and foster communities of understanding, trust and appreciation.

### Legislation

HPS and its employees have a number of obligations under the Equality Act 2010. The Act protects people from discrimination in the workplace and in wider society. It is against the law to discriminate against anyone on the grounds of a “protected characteristic”. There are 9 protected characteristics:

- age
- gender reassignment
- marriage and/or civil partnership
- pregnancy or maternity
- disability
- race including colour, nationality, ethnic or national origin
- religion, belief, or lack of religion/belief
- sex
- sexual orientation

### Policy statement

HPS is committed to developing and promoting ways of working that ensure employees and volunteers are not subjected to any form of discrimination. Partners and stakeholders will be committed to the same aim.

HPS supports the principles of equal opportunities in employment and service delivery and opposes all forms of discrimination. Any behaviour is unacceptable which targets one of the protected characteristics. This includes any behaviour, exhibited by an individual or group that, knowingly or unknowingly could have the potential effect of offending, humiliating, intimidating or isolating an individual or group. If unacceptable behaviour is not challenged, it is likely to cause harm or distress to the recipient(s) and escalate into victimisation, bullying or harassment.

HPS is committed to equality of opportunity in its provision of services. To this end all who approach it for services will be treated with respect and dignity. We will ensure individuals feel respected, valued, included and are able to contribute fully to a positive environment free from bullying and harassment. Any form of discrimination, harassment or abuse will not be tolerated. Appropriate action will be taken, in line with HPS policies and legislation.

We believe that it is in the best interests of HPS, its employees and the people and communities it serves, to ensure that the human resources, talents and skills available throughout society are considered when employment opportunities arise. To this end, within the framework of law, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the communities in which we operate.

HPS undertakes to review at least annually the demographic composition of the workforce and volunteer base to ensure that we reflect on the individuals and communities we serve. Every possible step will be taken to ensure that

people are treated respectfully, and that decisions on recruitment, selection, training and development, are based solely on objective and job-related criteria.

### **Action to implement policy**

HPS staff, volunteers and Management Committee members are expected to conduct themselves at all times in a manner that is not discriminatory or oppressive. HPS will take all possible steps to create an equal and diverse organisation:

We aim to: -

- Promote equality, diversity and the prevention of discrimination of all staff, volunteers, Management Committee members, partners and the wider community.
- Use fair and objective criteria in recruitment and employment decisions. Our selection procedures will be reviewed before each new recruitment to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.
  - Job packs will include the equal opportunities statement.
  - All shortlisting will be carried out with personal details removed to bring a fair and objective approach.
  - Shortlisting and interview panels will, where possible include a member of the management committee and a beneficiary.
- Collecting accurate data on the protected characteristics, reviewing it annually and creating/updating a strategy to:
  - Reflect the diversity of people within the localities we work
  - Identify groups we do not represent and work to change this
  - Help us plan where future projects might take place
- Examining and reviewing existing procedures for recruitment, selection, training and development as per the policy review timetable. Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis.
- Ensuring staff are able to report any forms of discrimination experienced to the Management Committee, giving feedback on the usage of policies and procedures e.g. grievance, and via supervision and appraisals. Any discriminatory conduct shall be treated very seriously and is potentially a serious disciplinary matter.
- Encouraging staff to take appropriate Diversity and Equal Opportunities training.
- Reviewing the policy, as per the policy review timetable.
- Where possible reviewing working patterns to enable us to offer flexible working to staff who require it. Where necessary, special provision will be made for staff returning to work following a break for domestic reasons.
- All staff and Volunteers having a right to equality of opportunity and a duty to implement this policy.

## **Breaches of this policy**

If you believe that you have been discriminated against, bullied or harassed you are encouraged to raise this matter:

If you are a Volunteer:

- With your Project Officer
- Or with the Volunteer Co-ordinator

If you are a member of Staff:

- With the Project Co-ordinator
- Or a member of the Management Committee

Action will be taken in line with the relevant policy and associated procedures.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result.

Any member of staff who is found – following due process - to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We take a strict approach to serious breaches of this policy.

Allegations raised regarding external people will be taken seriously and investigated and appropriate action taken.

It is important that all employees are familiar with this policy as they could personally be liable under the Equality Act 2010.