

One25 Equality and Diversity Policy

Statement of Intent

One25 is committed to promoting, valuing and managing equality and diversity in all aspects of its work.

One25 does not tolerate discrimination on the basis of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sexual orientation or any other form of discrimination.

One25 acknowledges that the client group we work with are vulnerable women who face discrimination and disadvantage and that these prevent them from achieving their full potential. One25 aims to tackle this unfair discrimination and disadvantage.

Purpose

One25 will ensure that equality and diversity is embedded at every level of operation and service delivery.

One25 aims to ensure that the people who work for and with One25 are fully representative of the community we serve.

One25 aims to involve the service users in the development and delivery of our work.

One25 opposes all forms of unlawful and unfair discrimination or victimisation towards employees, volunteers, management, company members, supporters or service users.

Commitment to Action

In order to ensure representation from all groups of protected characteristics amongst our staff, volunteers, trustees, members and supporters we actively pursue networking opportunities with minority groups and take positive action to tackle under representation.

Service Users

Following approval from the Charity Commission, One25 is constituted to serve vulnerable women. Apart from this gender qualification we operate no discriminatory practices in relation to service users on the basis of the other eight protected characteristics. We offer our services to trans-gender service users presenting as female.

One25 promotes inclusion by working creatively and flexibly to overcome barriers to services.

One25 ensures that service users receive equitable treatment regardless of individual heritage, beliefs, circumstance or preference or any other inappropriate distinction.

Employees

One25 claims some genuine occupational qualifications as follows:

Most of our service users are abused and vulnerable women, therefore all employees who will be working closely with the service users or accessing the same spaces, must be female.

Transsexual workers must produce a Gender Recognition Certificate and will need to have lived as a woman for at least 2 years after completion of surgery and therapy before applying to work at One25.

The trustees of One25 state that the CEO must be able to promote and demonstrate an active Christian faith.

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

One25 will make any reasonable adjustments that are necessary for disabled employees.

One25 will ensure that policies and procedures for recruitment, selection and promotion of employees treat all candidates fairly and are on the grounds of merit (please see Recruitment Policy).

One25 is committed to recruiting from a wide pool of applicants e.g. through job centres, local press, targeted media, community centres etc.

One25 will monitor the profile of job applicants, those shortlisted and those successful at interview and will take action to address identified under representation or potential discrimination at any stage of the process.

One25 will provide access to training for all employees.

Supporters

All offers of appropriate support are received gratefully. Men are actively recruited to help with particular activities.

Company members

Company members are recruited from among volunteers and supporters.

Meetings will take place in venues with good accessibility and interpreters / signers will be made available provided reasonable notice is given of this requirement.

Volunteers and trustees

Every volunteer is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

Most of our service users are abused and vulnerable women, therefore all volunteers who will be working closely with the service users or accessing the same spaces, must be female.

Transsexual volunteers must produce a Gender Recognition Certificate and will need to have lived as a woman for at least 2 years after completion of surgery and therapy before applying to work at One25.

One25 will ensure that arrangements for recruitment and selection of volunteers treat all applicants fairly.

One25 is committed to recruiting volunteers from a wide pool of applicants e.g. through community centres, churches, targeted media, VOSCUR etc.

One25 is committed to monitoring the profile of volunteer applicants and those successful at interview and to take action to address identified under representation or potential discrimination at any stage of the process.

One25 is committed to providing training to volunteers and trustees.

Legal Requirements

In drawing up this policy, full reference has been made to the relevant statutory requirements as outlined in the Equality Act 2010. The Equality Act brings together separate pieces of legislation into one single Act. The Equality Act consolidates all existing law preventing discrimination on any one of the nine protected characteristics into one Act.

Discrimination, harassment and victimisation

Type of discrimination	Definition	Example of discriminatory behaviour
Direct discrimination	Treated less favourably than others in the same circumstances on grounds of protected characteristics	A job advert stating that only those with English as a first language may apply Not allowing transgender sex workers to access our outreach service / casework
Indirect discrimination	Applying a conditional requirement which adversely affects one particular group and cannot be justified	A line manager who only offers overtime to full time members of staff Only allowing women to access drop-in if they are currently sex working

Type of discrimination	Definition	Example of discriminatory behaviour
Victimisation	Taking action against a person for asserting their rights under the law	A member of staff complains of being racially harassed by another member of staff and then is subsequently ignored by a group of staff A service user complains about a member of staff and is subsequently denied a service
Harassment / bullying	It takes many forms and on a variety of grounds – can be directed at one person or many people Employees can complain of the behaviour they find offensive even if it is not directed at them.	Persistent, unwanted behaviour which a person / group finds intimidating / upsetting / embarrassing / humiliating or offensive
Harassment by a third party	Employers are potentially liable for the harassment of their staff or customers by people they don't themselves employ, i.e. a contractor	
Associative Discrimination	This is discrimination against someone because they are associated with another person who possesses a protected characteristic	Not needed
Discrimination by perception	This is direct discrimination against someone because others think that they possess a particular characteristic. They do not necessarily have to possess the characteristic, just be perceived to	Not needed
Positive Action	Allowed by the law to encourage employees who are members of disadvantaged groups which have been under represented to receive special training programmes to enable them to compete equally for jobs	Not needed

Type of discrimination	Definition	Example of discriminatory behaviour
Positive discrimination	An employer favours a person from a particular under-represented group because they have a particular characteristic	Not needed
Genuine occupational qualification	Restricts certain jobs to certain categories or groups of people – this is rare and an employer would need to demonstrate that they have researched the requirement thoroughly before setting it	One25 is able to recruit women to work with vulnerable women

Implementation and Communication

Equality and Diversity briefings are held for employees and repeated as necessary. Equality information is included in induction programmes for volunteers and trustees.

Information is provided regarding One25's equality policies and complaints procedures for service users are displayed in drop-in.

Monitoring and Evaluation

Delegated members of staff are responsible within One25 for the policy on behalf of the board of trustees.

This policy will be reviewed annually.

One25 will monitor information on employees, volunteers, trustees and service users by all nine protected characteristics. Information will be collected from service users when they engage in drop-in or casework. Information will be collected annually from staff, volunteers and trustees.

One25 is committed to taking action to address identified under representation (of all sections of the community being served) or potential discrimination of trustees, staff, volunteers and service users.

One25 will maintain information on staff, volunteers, trustees and service users who have been involved in certain key policies: disciplinary, grievance, bullying and harassment.

Information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

Complaints or grievance and disciplinary procedures

Any employee, volunteer, trustee, member, supporter or service user who perceives they have suffered from discriminating attitudes or behaviours should follow One25's complaints / grievance procedures. Please see One25's Complaints Policy.

Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings for employees, volunteers and trustees.

Action Plan – Equality and Diversity

Objective	Outcome	Resources	When target will be met	Who is responsible	Evidence to show outcome has been met
Staff, volunteers and trustees to understand the nature of discrimination and its impact on equality and diversity	One25 will not experience discriminatory behaviour All staff will be trained in basic awareness of equality and diversity	Regular briefings and training sessions (at least bi-annually)	Staff training completed in 2012 and biannually thereafter Volunteers and Trustees to be provided with Equality and Diversity Information at Induction	Senior staff	Staff, volunteers and trustees understand and adhere to the Equality and Diversity Policy
To ensure One25 collect all monitoring information from staff, trustees, volunteers and service users	One25 has up to date and relevant monitoring information	Database, Survey Monkey, service user initial assessment form	All data collected annually for staff, volunteers and trustees and in input into data base on an ongoing basis for service users	Senior staff	Up to date information stored on database
Service users understand the process should they wish to complain or raise an issue	Empower service users to have a voice and speak up when they feel they have been treated unfairly	Information is available and accessible to service users	Reviewed annually	Services Manager	Service users are aware of the procedure and make use of it

Objective	Outcome	Resources	When target will be met	Who is responsible	Evidence to show outcome has been met
All policies regarding recruitment disciplinary, grievance and complaints are joined up and up to date	Staff, volunteers, trustees and service users are aware of all policies available	Policies	To be reviewed by October 2014 and annually thereafter	Finance and Resources Manager	Available up to date policies
To have a monitoring system for all reports / complaints – disciplinary, grievance, harassment and bullying	All monitoring information is transparent and available	A secure spreadsheet / database	System is in place and monitoring is ongoing	Finance and Resources Manager	Available information
Use positive images in One25's publicity documents which represent the diversity of equalities communities.	One25 will promote equality and diversity, inclusion and challenge negative assumptions and stereotypes	Positive images of all stakeholders – service users, staff, volunteers, leadership and trustees	By 2017	Senior Managers	Website and promotional materials
Monitor policies, procedures and workplans, on a regular basis.	Policies, procedures and workplans ensure One25 is tackling discrimination and promoting good practice in equality and diversity	One25's planning cycle	Annual Review	Senior Managers	Updated policies and procedures

Objective	Outcome	Resources	When target will be met	Who is responsible	Evidence to show outcome has been met
Ensure Service user involvement and representation on Boards and committees and in the running of the services	One25 reflects the diversity of the equalities community we work with	Service user forum and regular consultation with service users	Ongoing	Senior Managers	Service users are well represented throughout One25 SU attended Trustees meeting 28 th July 2014 Minutes from SU forum meetings Annual SU consultation

Reviewed By Gill Nowland, Chief Executive Officer
 Reviewed Date March 2016
 Next Review Date March 2017
 Distribution All Staff, Volunteers & Trustees