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## **Salford CVS Equality and Diversity Policy**

**Version 1 approved by board July 2014**

**Version 2 approved by board February 2016**

**Version 3 approved by board May 2017**

**Version 4 approved by Board March 2019**



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## **Salford CVS Equality and Diversity Policy**

### **Our commitment at Salford CVS to Equalities and Diversity**

Salford CVS is totally committed to the principle of equality of opportunity for all of its service users, staff, volunteers and trustees. The organisation is opposed to all forms of discrimination on the grounds of race, ethnic or national origin, religion or belief, gender, gender identity, marital status, sexual orientation, disability, age, class, immigration status, language, appearance, caring responsibilities or other unjustifiable discrimination. See Appendix A.

This policy document spells out how we will endeavour to make our organisation accessible and welcoming to service users, staff, volunteers, trustees, partners and contractors. We will make adjustments, wherever possible and within our financial resources, to enable full participation.

Salford CVS will work to promote equalities and diversity in our recruitment, selection and employment practices, volunteer recruitment, selection and training, access to services, service provision, board membership and meetings, communications and publicity. In order to emphasise our commitment to the delivery of this policy a Manager has been given the responsibility for monitoring the effectiveness of our Equal Opportunities Policy. The responsible Manager is Louise Murray, Deputy Chief Executive. All staff, volunteers and trustees are committed to implementing this policy.

As part of our equality policy, which applies to all the work that we do, we undertake Equality Impact Assessments (EIAs) when developing policies, introducing new services or changing service delivery.

An EIA is a kind of risk assessment focused on fairness, access and inclusion. It's a way of considering a policy, service or process in terms of how it might impact differently on different groups of people protected in law. This helps us target action where it's most needed and improve services.

For example, we use EIA's to find and remove barriers in services which might stop people knowing about the service, using it and getting the best from it.

Reports to Trustees must include a completed Equality Impact Assessment that enables board members to consider equality implications at the time of making decisions. This ensures that they are meeting their obligations in relation to the law and the Salford CVS equality objectives and that any decisions made are based on robust evidence



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We hope that all service users will take time to read this policy and let the Senior Management Team have any further suggestions or comments. They will be given urgent and serious consideration and a full response.

Alison Page and Chris Fox  
Chief Executive and Chair of Trustees  
Salford CVS

## **Our statement of principles at Salford CVS**

Equality of opportunity for all sections of our workforce and the communities we serve is a core value of Salford CVS. We exist to represent and provide services to all sections of the community in the Salford area. Everyone associated with us has a role to play in the promotion of equal opportunities through their work with colleagues and client groups as well as stakeholders.

We recognise that certain groups face discrimination on the grounds of race, gender, gender identity, age, disability, sexuality, religious beliefs and other unjustified reasons. This discrimination can arise from the practices of organisations and social institutions or the prejudices and negative attitudes of individuals. Discrimination leads to social exclusion of some people in these groups. To address these issues, we all have a duty to ensure we act to remove discrimination from our policies, structures and practices and to promote equality in all areas of our work and influence. We are committed to a fair deal for people living in poverty, disabled people, members of ethnic minority communities, elderly people, young people, women, lesbians, gay men, transgender people, asylum seekers and refugees, and other potentially disadvantaged groups by ensuring that our structures, policies, procedures and the behaviour of our employees are appropriate to the needs of all sections of the community. We will actively work to tackle discrimination in all its forms by promoting diversity, inclusion and equality.

At a time of rapid change and ongoing pressure on scarce resources, seeking and achieving equality of opportunity is of fundamental importance. Through its service users, staff, volunteers and trustees, Salford CVS will try to meet the challenges in the workplace, in service delivery and all other areas we can influence.

## **The Law**

We will comply with and, where it is reasonable, practical and proportionate to do so, go beyond the requirements of the Equality Act 2010

The Equality Act 2010 replaces the Equal Pay Act 1970, the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995, much of the Equality Act 2006, the Employment Equality (Religion or Belief) Regulations 2003, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Age) Regulations 2006, and the Equality Act (Sexual Orientation) Regulations 2007 (where applicable, as subsequently amended), plus other ancillary pieces of legislation.



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The Act defines nine protected characteristics –

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

See Appendix A for definitions.

We are also committed to meeting our statutory obligations under the following legislation and codes of practice:

Humans Rights Act 1998

Rehabilitation of Offenders Act 1974

Relevant European Legislation – such as the directives relating to work and family considerations – When the outcome of Brexit is settled, this policy will be reviewed in the light of Parliament's decision on the final Withdrawal Agreement.

Employment Act (2009) and preceding statutes

Criminal Statutes: The Protection of Harassment Act and laws on incitement to hatred

This is a mandatory policy and should be known by everyone connected with Salford CVS

## **Procedures**

### **1. Trustees**

1.1 Trustees are responsible for ensuring that Salford CVS meets its legal responsibilities, including those relating to Equalities legislation. All trustees accept and work to the Equality & Diversity Policy and monitor its implementation in our day to day work by receiving and analysing regular reports. Trustees will also carefully consider the outcomes arising from any completed Equality Impact Assessment (EIA's) from both an employment and service delivery perspective.

1.2 Membership of Salford CVS Trustee Board represents as wide a cross-section of our voluntary and community group membership and the communities we serve.

1.3 Trustees endeavour to ensure that the time, place and conduct of meetings enable all trustees and potential members to have an equal opportunity to be involved.

1.4 Trustees undertake to take part in relevant training to ensure that their knowledge and understanding of equality and diversity issues is current and enables them to fulfil their responsibilities.

## **2. Employment practices**

### **Recruitment and selection –**

2.1 All job advertisements and job descriptions state that Salford CVS is committed to equal opportunities.

2.2 Job descriptions, person specifications and application forms are reviewed as each vacancy arises to ensure they are directly relevant to the post. Consideration is given as to whether the job can be shared and whether working hours can be flexible.

2.3 Application forms ask only for information relevant to the post.

2.4 All vacant posts are advertised widely including through local community networks and forums in order to encourage applications from all sections of the community.

2.5 Information sent to applicants includes a job description, person specification detailing essential and desirable attributes and an equalities monitoring form.

2.6 Monitoring forms are separated from the application before short-listing and used only after the selection process for monitoring purposes.

2.7 Members of the interview panel have appropriate training and/or experience and reflect as far as possible the communities Salford CVS serves.

2.8 Short-listing and selection for the post is carried out objectively on job related criteria, specified in the job description and person specification. Trustees or staff with knowledge of a candidate will use only the applicant's application form to judge suitability for short-listing.

2.9 The person specification indicates which requirements are essential and which are desirable. Only essential criteria are considered in the first round of short-listing.

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2.10 Interview questions relate directly to the person specification, job description and application forms. Questions are not varied according to the age, disability, gender reassignment, marriage/civil partnership, pregnancy & maternity, race, religion & belief, sex, sexual orientation or circumstances of any applicant.

2.11 Decisions taken at short-listing and interviewing are recorded. Feedback is made available to unsuccessful interviewees on request.

2.12 DBS checks are an essential part of the recruitment process. Our criminal records checks policy guides this process and takes into account the Rehabilitation of Offenders Act.

2.13 Acceptance of the Salford CVS Equality & Diversity Policy is a condition of employment and all employees must work to this policy.

## **Employment**

2.14 Salford CVS terms and conditions of employment are set out in the staff handbook, with reference to equalities they include:

2.15 All new staff members receive a planned induction. The induction process is designed to meet the needs of the staff member and the post.

2.16 All staff have regular line management and a standard format and guidance for these sessions is provided to all line managers. This format involves a section where staff can raise equalities and diversity issues. All staff have an annual appraisal; line managers are accountable to the Chief Executive for the conduct of staff appraisals.

2.17 All staff are informed of the Grievance and Disciplinary Procedure during induction. In addition, all staff members are asked to provide a monthly report to the Chief Executive within which they are encouraged to raise any equality and diversity issues.

2.18 Salford CVS will ensure all staff receive equal and fair access to learning and development opportunities. We do this through our line management and training request and evaluation systems. Salford CVS will strive to meet training and development needs as appropriate within the capacity of our resources.

2.19 Salford CVS will consider the individual circumstances of a member of staff within the scope of the Equality Act, providing the needs of our service are met. This may include actions such as reasonable adjustment to the employee's working environment or flexible working patterns.

2.20 Salford CVS is committed to ensuring that all employees and volunteers have a workplace free from victimisation, bullying and harassment. The relevant policies and



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procedures and how to report incidents are contained in our staff handbook and are regularly reviewed and updated via our intranet system.

### **3. Service Provision**

Our equality and diversity policy requires our service users, staff, volunteers and trustees to recognise and respect diversity within Salford's communities. To ensure equalities in service provision we will:

3.1 Ensure we take steps to make sure that everyone is aware of the services available and the standards they can expect. We do this through our website and our connections with local community networks and forums.

3.2 We will make sure we find out, understand and consider the views, experiences, needs and hopes of our diverse user groups. We do this by: reviewing participant feedback from events and training; undertaking regular surveys; reviewing data about the changing make up of Salford communities.

3.3 We will make our services available at times and places that suit the communities and groups we work with as far as is reasonably practicable.

3.4 When putting on training or events we will consider the diverse needs of our service users.

3.5 We require that all employees use their best endeavours to ensure that no one in his or her dealings with Salford CVS suffers discrimination, harassment, bullying or victimisation because of their sex, gender identity, race, age, disability, sexuality or other unjustified reason

3.6 Salford CVS will deliver development support for VCSE's on anti-discriminatory and equal opportunities practice, for the benefit of community and voluntary groups in Salford.

3.7 Salford CVS will contribute to the work of the Salford Equality Network.

3.8 Salford CVS will provide access to up-to-date information and briefings about access and equality issues and practices, both for the benefit of its own staff and for community and voluntary groups in Salford.

### **4. Access to Our Services**

4.1 Salford CVS will work to ensure our services reach disadvantaged groups by maintaining and developing positive links with a range of forums and networks representing Salford's diverse communities.

4.2 We will use plain language when publicising our services. We do not currently provide information in community languages, but we are committed to working with community groups and representatives to promote access. If someone needed this facility, we would actively consider the request and explain why it might not be



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possible in a given situation. This includes promoting our services in a variety of ways, not just relying on the written word.

4.3 We will use positive images of disadvantaged people and ensure images reflect the diversity of Salford communities.

4.4 Salford CVS is sensitive to the communication needs of individuals and groups / organisations we work with and aims to meet these.

4.5 We make every effort to make sure our premises are accessible and take accessibility into account when booking external venues.

## **5. Working with volunteers**

Salford CVS volunteers are a valued resource. We are committed to always treat them with equality and welcome diversity.

5.1 All volunteers are expected to accept and work to the Equality & Diversity policy, a copy of which will be provided as part of the induction process.

5.2 Volunteers are recruited from as wide a range of backgrounds as possible, to reflect the composition of Salford communities.

5.3 DBS checking is an essential part of the procedure for recruiting volunteers. Our criminal records checks policy guides this process and takes into account the Rehabilitation of Offenders Act

5.5 Selection of volunteers will be based on the experience and skills of each individual.

5.6 Volunteers' expenses are paid promptly on receipt of relevant documentation.

5.7 Regular support and supervision is provided to all volunteers in line with our policy.

5.8 Salford CVS provides support to community and voluntary organisations in all aspects of working with volunteers including promoting equality of opportunity in volunteering.

## **Our equality achievements**

We are proud of our equality achievements so far. We recognise that there is no room for complacency. The progress made must be protected and renewed commitment given to the development of new and innovative means of achieving and promoting greater levels of equality.

We recognise that all relevant groups, staff, volunteers partner agencies and community groups need to be involved in the development and implementation of this policy. Further we recognise that regular reviews of the policy must be undertaken to ensure the application of best practice equality.

We recognise the need to ensure all service users, staff, volunteers and trustees are fully aware of their own responsibility in respect of the achievement of equality of opportunity.

## **Appendix A – Protected Characteristics – The Equality Act 2010**

### **Age**

An age group includes people of the same age and people of a particular range of ages. The Act protects people of all ages.

### **Disability**

This protected characteristic defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. The social rather than the medical model of disability is used in considerations around making a reasonable adjustment.

**Marriage and civil partnership** -The Act protects employees who are married or in a civil partnership against discrimination in employment because they are married or in a civil partnership.

### **Pregnancy and maternity**

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

**Gender Reassignment** -The protected characteristic of gender reassignment for the purposes of law is where a person has proposed, started or completed a process to change his or her sex. A transsexual person has the protected characteristic of gender reassignment. A woman making the transition to being a man and a man making the transition to being a woman, both share the characteristic of gender reassignment, as does a person who has only just started out on the process of changing his or her sex, and a person who has completed the process.

**Race**- People who have or share characteristics of colour\* (sic), nationality or ethnic or national origins, can be described as belonging to a particular racial group. A racial group can be made up of two or more different racial groups. A Minister of the Crown can amend the Act by order so as to add 'caste' to the current definition of 'race'. The term 'caste' denotes a hereditary, endogamous (marrying within the group) community associated with a traditional occupation and ranked accordingly on a perceived scale of ritual purity. It is generally (but not exclusively) associated with South Asia, particularly India. \*Colour includes being black or white.

## **Religion or Belief**

This is the protected characteristic of religion or religious or philosophical belief, which is stated to include for this purpose a lack of religion or belief. It is a broad definition in line with the freedom of thought, conscience and religion guaranteed by Article 9 of the European Convention on Human Rights. The main limitation for the purposes of Article 9 is that the religion must have a clear structure and belief system. Denominations or sects within a religion can be considered to be a religion or belief, such as Protestants and Catholics within Christianity. The criteria for determining what is a 'philosophical belief' are that it must be genuinely held; be a belief and not an opinion or viewpoint based on the present state of information available; be a belief as to a weighty and substantial aspect of human life and behaviour; attain a certain level of cogency, seriousness, cohesion and importance; and be worthy of respect in a democratic society, compatible with human dignity and not in conflict with the fundamental rights of others. So, for example, any cult involved in illegal activities would not satisfy these criteria.

## **Sex**

References in the Act to people having the protected characteristic of sex mean being a man or a woman, and that men share this characteristic with other men, and women with other women. The Act protects both men and women.

## **Sexual Orientation**

The protected characteristic of sexual orientation is defined as being a person's sexual orientation towards people of the same sex as him or her (in other words the person is a gay man or a lesbian), people of the opposite sex from him or her (the person is heterosexual), or people of both sexes (the person is bisexual).

## Definitions of discrimination

### **Direct Discrimination**

Treating someone less favourably on prohibited grounds (gender/gender identity/race/disability/sexual orientation/religion or belief/age/socio-economic status) than another would be treated in comparable circumstances, where the treatment cannot be objectively justified (e.g. by an occupational requirement). Direct discrimination is unlawful under all anti-discrimination law. Example: Failing to offer a man a job because he is gay.

### **Indirect Discrimination**

Applying a provision, criterion or practice which disadvantages people of a particular group unjustifiably or disproportionately (where that group is by defined by sex, race, disability, sexual orientation, religion or belief or age). Example: Requiring job applicants to have a set number of years experience may indirectly discriminate against women who have taken a career break.



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### **Discrimination by Association**

Discrimination by association is the form of discrimination that occurs when the discriminatory ground applies to a person, but another person is detrimentally treated in consequence. Sometimes, the phrase “transferred discrimination” has been preferred as a way of describing more accurately what has taken place within certain situations.

### **Discrimination by Perception**

Discrimination by perception is discrimination against someone because he or she is wrongly perceived to have a certain protected characteristic, for example where an employer believes an employee is gay, or is of a particular race, and treats him or her less favourably as a result. This is unlawful discrimination under the Equality Act 2010.

## **Appendix B – Sources of External Information and Support**

### **The Commission for Equality and Human Rights – CEHR**

0845 604 6610 - England main number

0845 604 6620 - England text phone

0845 604 6630 - England fax

<http://www.equalityhumanrights.com/>

### **ACAS**

<http://www.acas.org.uk/index.aspx?articleid=1461>

### **Employers Forum on Disability**

<http://www.efd.org.uk/>

### **Age Positive**

<http://www.agepositive.gov.uk/>

### **Employers Forum on Religion and Belief**

<http://www.efbelief.org.uk/>

### **Stonewall – Campaign Group for the Lesbian, Gay and Bisexual Community**

<http://www.stonewall.org.uk/>

### **Beaumont Trust – Registered Charity working for Transgender Equality**

<http://www.beaumont-trust.org.uk/>



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**Gender Trust – Registered Charity working for those with gender identity issues**

<http://www.gendertrust.org.uk/>

**Fawcett Society – Working to eliminate discrimination between women and men**

<http://www.fawcettsociety.org.uk/>

**HM Government Office for Equalities – Secretary of State**

<http://www.equalities.gov.uk/>

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