



Crawley Town Community Foundation **Equalities and Diversity Policy**

Crawley Town Community Foundation is committed to stopping discrimination and will treat people with dignity and respect. It will promote equal opportunities in both the employment and management of staff, and in the delivery of its services. In managing the services it provides, the Charity will promote equal opportunities across all its work

Introduction

We encourage a working environment where diversity is recognized and valued, fully appreciating the multi-cultural and diverse nature of the UK population and workforce. We are committed to principles of fairness and mutual respect where the concept of individual freedom is accepted by all. It is therefore the responsibility of all employees to ensure they observe and adhere to this policy at all times. Any breach is viewed seriously and will lead to investigation and potentially disciplinary action.

We recognize that discrimination in the workplace can take a number of forms, but they are all considered unacceptable and in most cases unlawful. The policy seeks to ensure that all job applicants and employees along with those who use our services are treated fairly and without favour or prejudice. We are committed to applying this throughout all areas of employment.

The policy is maintained in accordance with current legal requirements and is part of our Audit Process should there be a need to update it following any change in law. However, we recognize that equality of opportunity is best achieved by the day to day commitment throughout the organization with support and training given where necessary.

Applicants for employment and decisions made about individuals within the organisation are based solely on capability, and that no individual receives less favourable treatment based on the following protected characteristics:

- Age
- Disability
- Gender
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or Belief
- Sex
- Sexual Orientation

Every employee is a stakeholder in the success of this policy. We expect every employee to make a positive contribution towards creating an environment of equal opportunity throughout the organization by observing this policy at all times.

This includes the following:

- Refrain from pursuing discriminatory actions or taking decisions which are contrary to the spirit of this policy
- Do not harass, abuse or intimidate anyone on account of their protected characteristics
- Do not place pressure on any other employee to act in a discriminatory manner
- Resist pressure placed on you to discriminate, and report such instances
- Co-operate with any investigations including the provision of evidence into acts or conduct which may account to discrimination
- Co-operate with any measures introduced to develop or monitor opportunity

Discrimination is not just directly treating one person less favourably than another. It can be discrimination that takes place against someone who associates with a person with a protected characteristic. It can be discrimination against someone believed to possess a protected characteristic (whether they do or they don't). It can also be discrimination where something particularly disadvantages people who share a protected characteristic more than others.

It is fundamental to your employment that you treat and are treated by other employees and those who use, or are otherwise associated with our organization, considerably and with respect.

Our grievance procedure is available to any individual who believes that they have been discriminated against and we recommend such individuals to pursue the matter through this channel.

In situations where you do not feel that the grievance procedure is the most appropriate channel to raise your concerns, you may alternately consider using our confidential reporting procedure or making a qualified disclosure in accordance with the terms of public interest disclosure legislation.

Recruitment Procedure

Crawley Town Community Foundation will ensure that, when recruiting for new staff, the role will be offered to the candidate whose skills, experience, qualifications, aptitude and personal qualities are best suited to the role. Employment should not be offered or denied on any other grounds.

In line with the Equality Act (2010), Crawley Town Community Foundation will ensure that they make 'reasonable adjustments' to support disabled people in the workplace.

Staff and volunteer training

Crawley Town Community Foundation will ensure that all staff and volunteers receive training in equality and diversity. This training will take the following forms:

- Annual face to face training sessions
- Regular team meetings
- Access to the Equality and Diversity policy during induction, and throughout employment with the Foundation.

The Foundation will ensure that all training covers any changes regarding equalities law, as well as looking at how the Equality and Diversity Policy will be implemented, monitored and reviewed.

Accessibility

Our aim is to include every individual in the work of Crawley Town Community Foundation, irrespective of the protected characteristics listed above. We aim to ensure that each individual we work with has a positive experience with us.

Crawley Town Community Foundation will ensure that:

- All publicity and promotional materials reflect the diversity of the communities we support, and are available in easy read format if required.
- All projects are developed to be inclusive, ensuring equality of access for all individuals.
- Look to address areas of under representation and disadvantage

The Foundation is increasing opportunities for participation and involvement by a diverse range of people including representation on its own leadership, staff, board, volunteers and service users.

Information is collected and on those accessing services like through Views, and these present a means for monitoring objectives laid out within equality plans. The Foundation takes steps to understand and address barriers to participation for different groups of service users, whilst proactively targeting 'hard to reach' or socially excluded groups to ensure services are accessible to the whole community.

Access to work policy

Access to Work is a government scheme managed through the Employment Service. It provides help towards the extra costs of employing someone who is or becomes disabled under the criteria of the Disability Discrimination Act and needs support to help them carry out employment.

Crawley Town Community Foundation adopts the Access to work policy, where the applicant should follow the following procedure:

- The applicant must be a disabled person as defined by the Disability Discrimination Act: "someone with a physical or mental impairment which has a substantial and long term (i.e. likely to last for 12 months or longer), adverse effect on his/her ability to carry out normal day to day activities".
- The disabled person must contact Access to Work to make an application (through their local job centre plus)
- Job applicants, who need help with communication at a job interview, should contact Access to Work immediately on receiving notice of a job interview.
- Access to Work will then send a form to the applicant which should be signed and returned with a copy of the job description and/or letter of job confirmation, plus any other supporting documentation that is requested at the time of application. If applicable, the supporting documentation must include the Health & Safety Display Screen Risk Assessment report.
- The applicant will then be assigned to an Access to Work Adviser, who will contact the applicant to agree the best way forward. The applicant can request an assessor who has specialist knowledge of their disability.
- The Access to Work Adviser will carry out a work place assessment that is separate to the usual Health and Safety checks that need to be carried out in the workplace for all staff, which includes checks on lighting, chair height, PC screen, and keyboard.
- Following the assessment, the Access to Work Adviser will inform the applicant in writing of the outcome. If the application is successful, the letter will provide details of the approved support and the agreed funding and enclose a claim form, which should be completed and returned with a copy of the paid invoices. The total time from application to reimbursement of costs should be within 60 working days.

All internal policies pay due regard to diversity.

Date approved

Next review date (every 3 years)

Trustee Name

Sub-group

Position

Date

Signed