

Equality and Diversity Policy

Name of organisation: Rural Urban Synthesis Society Limited

HEADING	SECTION CONTENT
<p>Aims of this Policy</p>	<p>Rural Urban Synthesis Society (RUSS) recognises and values people’s differences and will assist them to use their talents to reach their full potential.</p> <p>The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.</p> <p>This policy is designed to ensure that RUSS complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.</p> <p>RUSS 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).</p> <p>Using fair and objective employment practices, the organisation aims to ensure that</p> <ul style="list-style-type: none"> • All employees and potential employees are treated fairly and with respect at all stages of their employment. • All employees (volunteers/service users) 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 employees of Rural Urban Synthesis Society such as customers or clients. • All employees (volunteers/service users) 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 (volunteers/service users) 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.



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Scope of the policy

The policy applies to job applicants, employees, volunteers and Members.

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

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

and that 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. In other words it is more difficult for people from one 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 there 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 a protected characteristic.

Perceptive Discrimination

This is where someone is treated worse than someone else because there has been an incorrect assumption that they have a 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. The organisation becomes liable if it has happened on at least two occasions that it is aware that it took place

<p>Policy statement</p>	<p>As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our service users/clients.</p> <p>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.</p>
<p>Responsibilities</p>	<p>Employees, volunteers and members of RUSS have a duty to act within this policy and within the law, ensure our policies are followed and to draw attention to any suspected discriminatory acts or practices.</p> <p>Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with Directors.</p> <p>Breaches of the Equality and Diversity Policy by employees Breaches of this policy by employees may be dealt with by the Directors. Currently, RUSS has no employees. All breaches therefore will be dealt with on a case-by-case basis by the Board.</p> <p>Breaches of the Equality and Diversity Policy by volunteers (including Members) Your position as a volunteer may be jeopardised should you not follow this policy.</p> <p>Employees, volunteers and members are also personally liable under equality legislation for any act of unlawful discrimination.</p>



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Equality and diversity in practice

In carrying out the policy, the organisation will carry out the following actions:

- Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures
- Requiring entry to employment /volunteering or progression within it to be based on merit
- Not discriminating in opportunities for recruitment, training, promotion or transfer of employees or volunteers
- Ensuring that every individual is assessed according to his or her personal capability to carry out a given job/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 operation 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 any amendments to any legislation relating to discrimination are met and adhered to.



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<p>Implementation of the policy</p>	<p>All staff, trustees and volunteers will be involved in creating an equality environment and one that values diversity.</p> <p>COMMUNICATIONS Communication of the policy to job applicants and employees/ volunteers through:</p> <ul style="list-style-type: none"> • Making the policy available online for all staff, members and volunteers to review and adhere to • Making use of meetings to discuss the policy and defining areas where practice could be improved <p>WORKING WITH PARTNERS In selecting our partners we will consider their commitment to Equality and Diversity by:</p> <ul style="list-style-type: none"> • Asking to see their policy <p>USERS OF OUR SERVICE We will make our services accessible by:</p> <ul style="list-style-type: none"> • Considering formats for promotional material • Appropriate use of language / formats / fonts / size <ul style="list-style-type: none"> • Considering whether information should be available in alternative formats e.g. easy read / other languages <p>MONITORING THE POLICY This policy will be monitored to judge to what extent it is working and identify areas for improvement. Monitoring will relate to both employees / volunteers and to service users and methods used will include:</p> <ul style="list-style-type: none"> • For employees and volunteers capture diversity data against recruitment and membership. Members will consider the information at regular meetings. • Data will be anonymised to comply with Data Protection Act.
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<p>Reporting discrimination / potential discrimination</p>	<p>Employees who feel that they have suffered any form of discrimination should raise the issue through the following means: Raising this with a Board Member (Currently not applicable).</p> <p>Volunteers who feel that they have suffered any form of discrimination should raise the issue through the following means: Raising this with a Board Member.</p> <p>Employees, volunteers and members should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of RUSS. RUSS will not tolerate any harassment from third parties towards its employees, volunteers and trustees and will take appropriate action to prevent it happening again.</p> <p>If an employee, volunteer or member 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.</p> <p>All complaints will be treated seriously, promptly and confidentiality.</p>
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Review	<p>This policy will be reviewed every year by the Board to ensure that it remains up to date and reflects the needs and practices of the organisation.</p> <p>The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered</p>
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Signed by: 

On behalf of RUSS

Date: 22 April 2015



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