

## **Equality and Diversity Policy.      Review Jan 2020**

### **Introduction**

The Junction Project is committed to creating and sustaining a positive and supportive working environment for all our staff and volunteers and a safe and supportive experience for our service users. All our staff are equally valued and respected, and our service users are encouraged to achieve their full potential. As a provider of employment and service delivery, we value the diversity of our staff and our service users. We are committed to providing a fair, equitable and mutually supportive environment for all our staff and service users, and this is reflected in our core values.

The Junction Project's Equality and Diversity Policy provides for co-ordination and implementation, at a strategic level, and is supported by additional policies which provide for a sector-wide integrated approach to equality and diversity. This Equality and Diversity policy will cover management, staff, volunteers, premises and service users.

### **Equality and Diversity Statement**

- We believe in the equitable treatment of all and that everyone should be treated with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- We view the diversity of our staff and service users as a great asset to the organisation.

Our Equality and Diversity Statement is displayed in all our premises, on all our public documents and on our website.

### **Equality Act 2010**

The Equality Act 2010 came into force on 1 October 2010. It brought together over 116 separate pieces of legislation, developed over 40 years, into one single Act. The Equality Act 2010 covers the rights of staff, service users and volunteers (including prospective staff and service users) and protects against discrimination on the grounds of 'Protected Characteristics' defined in the Act.

### **Protected Characteristics**

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

Each protected characteristic has different legislative foundations, but all are combined into the Equality Act 2010.

Following the Equality Act 2010 and the subsequent provisions of the Public Sector Equality Duty, the Junction Project is required to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

### **Commitment to Equality and Diversity**

The Junction Project believes recovery from addiction will be achieved through recognising the value of every individual service user. We create an environment which respects the diversity of our staff, volunteers and service users and enables each of them to achieve their full potential, to contribute fully, and to derive maximum benefit and enjoyment from their time with the Junction Project.

We demonstrate our commitment to Equality and Diversity by:

- Having an Equality Development Plan (EDP) which is monitored and regularly reviewed
- Monitoring staff and service user satisfaction levels
- Making Equality and Diversity a standing item in team meetings and service user meetings
- Providing Equality and Diversity feedback boxes in our premises
- Integrating Equality and Diversity into supervision and staff goals and performance appraisals
- Clearly displaying our Equality and Diversity Statement
- Ensuring all staff receive appropriate Equality and Diversity training

The Junction Project acknowledges the following basic rights of all current and potential staff, volunteers and service users. The right to:

- be treated with respect and dignity
- be treated fairly with regard to all procedures, assessments and choices
- receive encouragement to reach their full potential

These rights carry with them responsibilities and the Junction Project requires all associated with us to recognise these rights and to act in accordance with them in all dealings with fellow staff, volunteers or service users. In addition, the Junction Project will comply with all relevant legislation and good practice.

### **No individual will be discriminated against on any grounds**

#### **Discrimination**

The Equality Act 2010 recognises 4 types of discrimination:

- **Direct Discrimination**

Someone is treated less favourably due to their protected characteristics.

- **Indirect Discrimination**

Unintended consequence of a policy that disadvantages a particular group or protected characteristic.

- **Discrimination by Association**

Someone is discriminated against because they associate with a person with a protected characteristic.

- **Discrimination by Perception**

Someone is discriminated against because others think they have a protected characteristic.

## **Dealing with Discrimination**

The Junction Project is committed to creating and sustaining a positive and mutually supportive working environment for our staff, volunteers, and service users, where individuals are equally valued and respected. Bullying, harassment or victimisation of any individual will not be tolerated and any allegations will be taken seriously and dealt with appropriately under the relevant procedure.

When dealing with harassment, discrimination or bullying this is what we do:

- We take it very seriously and consider victimisation
- We record and monitor complaints and actions taken
- We record this information by protective characteristics
- We refer to relevant harassment and discrimination policies
- We refer to, and where appropriate implement complaint procedures
- We highlight how these policies will be communicated and made available to staff, volunteers and services

## **Harassment**

Our commitment to challenge and tackle harassment and discrimination applies to all our management, staff, volunteers and service users.

## **Reasonable Adjustments**

The Junction Project has a duty to make reasonable adjustments under the Equality Act 2010. Ensuring disabled people are not disadvantaged as a result of their disability and ensuring buildings and facilities are accessible.

## **Responsibility**

The Junction Project Board of Trustees has responsibility for ensuring the organisation complies with the requirements of the Equality Act 2010, including the general duty to have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and those who do not

- Foster good relations between people who share a protected characteristic and those who do not

The management is responsible for developing the policy and practice on behalf of the Junction Project and for advising staff in order to support compliance with legislation.

The Junction Project recognises its Board of Trustees, management, staff, volunteers and service users have a duty to support and uphold the principles contained in this Equality and Diversity Policy and supporting policies.

## **Training**

The Junction Project will ensure Equality and Diversity training will be provided to all stakeholders, including Trustees, management, staff and volunteers, and all stakeholders will have equal access to Equality and Diversity training. Access to Equality and Diversity training will be monitored.

## **Recruitment**

We advertise to a wide pool to encourage a representative and diverse workforce.

Application forms capture equalities information in a separate detached form.

We will make reasonable adjustments for recruitment, short-listing and interviews for stakeholders with disabilities.

'Employment Code of Practice' Equalities legislation relating to employment.  
(See employment policies)

We monitor recruitment, employment, promotion and staff retention in respect of our Equality and Diversity Policy.

## **Advertising**

We advertise recruitment and services to a wide pool of potential applicants by the use of a range of media ensuring coverage of the broadest range of equalities communities through the recruitment processes.

## **Monitoring**

We monitor all protected characteristics.

We take action to redress under representation.

## **Communications**

We will communicate our Equality and Diversity policies and statements, our Equality Development Plans to all stakeholders, including Trustees, management, staff, volunteers and service users.

Through Equality and Diversity training we ensure all stakeholders have clear understanding of our commitment to Equality and Diversity.

## **Reviewing**

The policy was updated in January 2013 and we will review the policy annually and when legislative changes require us to do so. The policy will be reviewed by the Junction Project Board of Trustees and management, and the results of any review will be shared with all our stakeholders.

## **Glossary of Terms**

### **Harassment**

Harassment can take many forms from the most obvious abusive remarks or behaviour to extremely subtle use of power. It can be malicious or allegedly joking. The perpetrator may not even be aware of the impact upon the person experiencing the harassment. However, the key issue is the adverse impact of unwelcome behaviour on the person experiencing it and the feeling engendered of an intimidating or threatening environment.

### **Victimisation**

Victimisation is where a person or group is treated less favourably because they have pursued, or it is suspected they might pursue, any of their rights under this policy or the law via the internal complaint procedure, external agency or legal proceedings.

### **Protected Characteristics:**

- Age

Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

- Disability

A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities.

- Gender reassignment

The process of transitioning from one gender to another.

- Marriage and civil partnership

Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

- 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.

- Race

Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

- Religion or belief

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

- Sex

A man or a woman.

- Sexual orientation

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.