

Spiral Sussex

**Equal Opportunities and Diversity
Policy**

January 2019

Spiral Sussex
Equal Opportunities and Diversity
Policy

This policy and procedure has been approved by the Executive Committee of Spiral Sussex which are responsible for its review.

The original signed copy of this policy and procedure is kept at Spiral Sussex's office.

Signed: Mark Shanahan Date: 8th January 2019

Name: Mr Mark Shanahan

Chair of Trustees

Signed Marc Blackwell Date: 8th January 2019

Name: Mr Marc Blackwell

Trustee

Record of adoption and review of this policy and procedure:-

- Adopted:
- To be reviewed: (+1 years from the adopted date)

Spiral Sussex

Equal Opportunities and Diversity

Policy

Policy Statement

The purpose of the policy outlined here is to promote equal opportunities and the valuing of team diversity that Spiral Sussex are committed to.

We promote equal opportunity and value diversity and are committed to treating all people fairly and recognise the Equality Act 2010 and the provisions set out in it.

Spiral Sussex will ensure that no person is treated unfavourably due to any characteristic (ref: Equality Act 2010), including:

- age
- sex
- race (including ethnic or national origins, colour and nationality)
- disability
- religion or belief (including lack of belief)
- marriage and civil partnership (including marital status)
- gender reassignment
- sexual orientation
- pregnancy and maternity

We oppose all forms of unlawful discrimination. All persons involved or engaged with the charity and its activities will be treated fairly and not discriminated against based on any of the characteristics as state above.

1. Definitions

The following terms in this policy and procedure are understood as:

“staff and staff members”

means all Spiral Sussex employees including part-time, full-time, consultants, volunteers and interns

2. Equality commitments

Spiral Sussex are committed to:

- Ensuring all persons have equal opportunity
- Treating all persons with respect and promoting a positive work environment to support this
- preventing unlawful discrimination, harassment and victimisation of any person involved with or engaged in Spiral Sussex's activities

3. Implementation

The responsibility for ensuring that this policy is implemented effectively is that of the Chief Executive. Responsibility for monitoring this policy and its effectiveness is that of the Board of Trustees. All staff members are expected to abide by and promote this policy and contribute to an environment that fosters diversity and equality.

In order to implement this policy, Spiral Sussex will:

- Ensure that this policy is publicised to all staff, service users, members & others interested in our work
- Ensure that the aims of this policy are reflected in other Spiral Sussex policies and procedures
- Ensure that all staff are provided with training in equal opportunities and diversity
- Ensure that equal opportunities notices are included in relevant communications such as job advertisements
- Ensure that positive images and role models are promoted, ensuring that no one is discriminated against
- Ensure that the needs and abilities of our staff and service users are considered when planning and developing our programmes
- Ensure accessibility for people with a disability at any of the premises we use for our services and activities, this included ensuring that appropriate toilet facilities are available
- Ensure that where possible, data from members, service users and staff are collected and monitored to ensure practices reflect this policy
- Ensure that where possible, involvement of members and service users is sought in regards to the operation of Spiral Sussex and its

activities, in particular through representation on the Board of Trustees

- Ensure that information is provided in accessible formats where possible

4. Legislation, monitoring and review

Spiral Sussex recognises the Equality Act 2010 as the legislation responsible for ensuring equal opportunities. We are committed to ensuring that we are up to date on the legislation in order to ensure equality of opportunity and prevent any unlawful discrimination.

The effectiveness of this policy and its implementation will be regularly reviewed regularly and where necessary, any action taken. For example, in the case that monitoring of the policy and practice shows that any particular groups are under-represented, action will be taken to ensure that policies and procedures do not discourage and particular groups in being involved in the services and activities.

5. Equal Opportunities Monitoring Form

All applicants to Spiral Sussex, whether for paid or voluntary positions are requested to complete the Equal Opportunities Monitoring Form however completion of the form is not mandatory. Information received from this form is used solely for the purposes of monitoring the effectiveness of this and related policies and will not affect any recruitment decisions.

6. Complaints procedure for suspected discrimination and prejudice

All complaints are taken seriously by Spiral Sussex including those that relate to discrimination and prejudice. Further information about Spiral Sussex’s complaints procedures are provided to all staff members and service users in addition to being advertised on our website.

Audit Guidance

Have all staff received training in Equal Opportunities & Diversity?	See the training record kept at the Spiral Sussex office
--	--

<p>Does recruitment follow fair processes? For both volunteers and paid staff?</p>	<p>Consult job advertisements to see if they include our commitment to Equal Opportunities.</p> <p>Check how vacancies are advertised – do they reach different groups?</p> <p>Confirm the following of all operational procedures regarding the appointment of candidates (*also see Recruitment Policy & Procedure), particularly during the process of interview selection and final recruitment decisions.</p>
<p>Do Spiral Sussex policies and activities reach people with a broad range of backgrounds, that reflect the demographic of the borough?</p>	<p>Check monitoring information for projects (e.g. disability type, ethnicity) and review this against expected demographic.</p>
<p>Do Spiral Sussex communications promote positive images and role models which do not discriminate against anyone?</p>	<p>Check web site, and our marketing materials.</p> <p>Check with service users whether communications are accessible.</p>
<p>Are our activities inclusive?</p>	<p>Check the profile of people taking part in our activities.</p> <p>Are there any factors which prevent some people from participating?</p>