EQUALITY, DIVERSITY AND INCLUSION POLICY

Refugee And Migrant Network Sutton (RMNS)is committed to encouraging equality, diversity and inclusion among our employees and volunteers and eliminating unlawful discrimination.

The aim is for our employees and volunteers to be truly representative of all sections of society and our students and clients, and for each employee and volunteer to feel respected and able to give their best.

RMNS - in providing its services - is also committed against the unlawful discrimination of clients and students or the public.

1. **Policy purpose**
   The purpose is to provide equality, fairness and respect for all employees and volunteers.

2. Statement of Intent

This policy is framed in the light of the provisions of the Equality Act of 2010 and the statement of protected characteristics under the Act. It is underpinned by the RMNS statement and policy on Dignity at Work**.** Protected characteristics include :

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

RMNS is committed to challenging discrimination and lack of opportunity through its policy and practice. RMNS will co-operate with any organisation which is also seeking to achieve these ends and the organisation will endeavour to promote non-discriminatory practice throughout our own spheres of influence.

RMNS believes that the UK is a multi-cultural society and that cultural diversity positively enriches our society. We aim to create a culture within the organisation that respects and values each other's differences. These can improve our ability to meet the needs of the people we serve.

3. RMNS commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice.

2. Create a working and volunteering environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the

contributions of all staff are recognised and valued.

This commitment includes informing employees and volunteers about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities (volunteering and employment), and prevent bullying, harassment, victimisation and unlawful discrimination.

All employees and volunteers should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment and volunteering activities, against fellow employees, clients, students and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the RMNS's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff and volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the effectiveness of the organisation.

5. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

6. Monitor the make-up of the staff and volunteers regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in tise equality, diversity and inclusion policy.

Monitoring will also include reviewing the policy annually, and considering and taking action to address any issues.

4. Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures is provided to new employees and volunteers and can be provided at any time by the RMNS Secretary or Policy Co-ordinator.

Policy Statement **Annex A**

(a) Staff Development

All staff and volunteers of RMNS will have access to opportunities to enable them to learn and develop skills in line with RMNS's objectives.

Decisions about learning and development will be made in accordance with the RMNS Training and Development Policy and recorded and monitored in the organisation's annual training plan.

(b) Service Provision

All RMNS services are covered by this policy.

RMNS will ensure that all clients and students have equal access to our services according to the principles set out above, taking into account our Service Limitations (see separate document).
RMNS will ensure as far as possible that its premises, publicity and methods of service delivery facilitate equality of access.
RMNS's services will be reviewed regularly and changed where needed.
RMNS will monitor and consult its service users and regularly evaluate the findings.

(c) Recruitment and selection

RMNS believes that no person or group should be treated less favourably in employment because of the reasons set out above.
RMNS will monitor staff appointments to ensure no discrimination is occurring at the point of selection.
A separate Recruitment Policy gives full details of the process RMNS will use to ensure equality of opportunity.

The principles of this policy will also apply to the recruitment of volunteers.

In the composition of the Board of Trustees, Management Committee and staff group, RMNS will also pursue its commitment to equality of opportunity and seek to reflect the diversity of Service users.

(d) Implementation and Monitoring

Monitoring of the Equality and Diversity policy and its implementation is the responsibility of the Trustees. They will formally review the policy on an annual basis.
All members of staff and volunteers are responsible for reporting to the Chair any instance of discrimination by RMNS or any person representing RMNS. Any such reports will be brought to the attention of the Trustees.
Induction for staff, volunteers and Trustees will include a briefing on the Equality and Diversity policy and a copy of the policy will be given to each one.

Anti-discrimination training will be arranged for staff and volunteers when a need is identified. Publicity and literature relating to RMNS's services will be provided in accessible formats and clear language, free from jargon.

(e) Relationship to Race Equality Scheme (specific requirement under the Race Relations Amendment Act 2000)

RMNS is not specifically required to formulate a Race Equality Scheme. However, the trustees recognise that when working with public organisations, they have a duty to uphold the requirements of the Race Relations Amendment Act 2000. To this effect, the organisation always endeavours to match good practice, and where appropriate, will liaise with the relevant public organisation to uphold their equality practices.

What is Discrimination? **Annex B**

RMNS believes that discrimination can take one or more of the forms set out below:

Direct Discrimination – treating one person less favourably than another in the same or similar circumstances or segregating them from others because they are, for example, a lesbian or gay man or because they have an illness or disability. Refusing to employ someone for one of these reasons would constitute such discrimination.

Indirect Discrimination – where there is a requirement or condition which applies equally to everyone but which, in practice, has an adverse effect on a particular group and cannot be justified.
For example, an unnecessary physical or age requirement can discriminate against women or disabled people.

Associative Discrimination- treating a person less favourably because they are associated with another person with a protected characteristic. For example, refusing to employ a person who cares for a disabled relative on the assumption that they would be unreliable.

Perceptive Discrimination – subjecting a person to unfavourable treatment on the basis of a perceived protected characteristic. For example, rejecting a job application from a person on the basis of the possible ethnicity of their surname.

Harassment – Discrimination also covers actions which amount to abuse and/or harassment of people or groups, because they have a protected characteristic.

Victimisation – occurs when a person is treated less favourably or is discriminated against because she/he has pursued or intends to pursue their rights in respect of alleged discrimination.

Disability Discrimination – unfavourable treatment of a person because of something arising from their disability eg criticising their slowness or lack of mobility caused by physical or mental capacity,

Institutional Racism – the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture, age, sexual orientation or ethnic origin. It can be seen, for example, in the processes, attitudes and behaviour which amount to discrimination or in unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages minority ethnic people.

Racist Incidents – any incident reported to the Management Committee as a racist incident will be investigated. If the victim doesn't want to complain, another person may do so.
Discrimination in any of the forms stated above is unacceptable, regardless of whether there was any intention to discriminate or not.

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