

## **Norfolk Clubhouse Equality, Diversity and Inclusion Policy**

Norfolk Clubhouse is committed to encouraging equality, diversity and inclusion among our Members, Volunteers, Employees and Trustees, and eliminating unethical and unlawful discrimination. Our aim is to be truly representative of all sections of society and for each person to feel respected and able to give their best.

Norfolk Clubhouse in providing goods and/or services and facilities - is also committed against unlawful discrimination of customers or the general public.

### **The policy's purpose is to:**

Provide equality, fairness and respect for all our Members, Volunteers or Employees in our employment, whether temporary, part-time or full-time or self-employed.

Not unlawfully discriminate in any of the named Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.

Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

### **The organisation commits to:**

Encourage equality, diversity and inclusion in the workplace as they are morally and ethically right to do so.

Create a safe, open working 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 training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff being actively involved in conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff 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, against fellow employees, customers, suppliers and the public.

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 organisation'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.

Opportunities for training, development and progress will be available to all Members, Volunteers Trustees and paid staff, 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. Decisions concerning staff will be based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

Review employment practices and procedures at least annually and when necessary to ensure fairness, and also updates consistent with statutory legal requirements.

Consult with the workforce at least annually to monitor the make-up of the workforce 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 the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them at least annually, and considering and taking action to address any issues.

Employees may consult Norfolk Clubhouse's Grievance and Disciplinary policies and procedures if wishing to raise a grievance. Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination. Further independent advice may be taken from ACAS or your Union Representative.