

Equality, Diversity & Inclusion Policy

Approval Date	24 th October 2019
Approved by	Board of Trustees
Review Frequency	Three Years

Review History		
Date	Name	Comments
October 2019	Atkinson HR	
MM YYYY		

Table of Contents

1. Purpose.....	2
2. Scope	2
3. Principles.....	2
4. Responsibilities.....	2
5. The Guild’s Commitment.....	3
6. Unacceptable behaviour.....	4
7. Complaints	4
8. Equality Impact Assessment.....	4
9. Relevant legislation / guidance.....	4
10. Further Information.....	5
Appendix A: Glossary of Terms.....	6

1. Purpose

- 1.1. The purpose of the Equality, Diversity and Inclusion (EDI) Policy is to set out The Guild's commitment to creating and maintaining a safe, welcoming, inclusive and diverse workforce which nurtures a culture of mutual respect, allowing all employees to thrive without fear of discrimination, bullying, harassment, victimisation or related unacceptable behaviour.

2. Scope

- 2.1. The policy applies to all full and part-time employees of the Guild, and those contracted to work at, or for, the Guild. This includes student staff, elected officers, temporary staff, interns, apprentices, contractors and agency workers.

3. Principles

- 3.1. This policy is in accordance with relevant legislation relating to equality, in particular, the Equality Act 2010.
- 3.2. All managers, employees and volunteers, whether they are full-time or part-time, permanent or temporary, have a role to play in creating a climate which supports equality of opportunity and diversity. Everyone has a duty to ensure that their personal conduct conforms to the Guild's policies and code of conduct.
- 3.3. The Guild will provide an environment where staff and volunteers are treated fairly, and diversity is celebrated. Will promote equality and integrate an anti-discriminatory approach into all areas of our work. We will ensure that barriers to access to employment are identified and that no person is treated less favourably on the grounds of their:
 - Age
 - Disability or mental health
 - Gender identity or reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
- 3.4. Unacceptable behaviour including discrimination, bullying, harassment or victimisation will not be tolerated and any allegations will be taken seriously and dealt with appropriately in line with the relevant procedure(s).
- 3.5. The Guild will provide training to employees where required to help them understand and implement this policy.

4. Responsibilities

- 4.1. It is the responsibility of every member of the Guild's community to help us achieve and maintain an inclusive and supportive environment, and to promote good working relationships by having respect for all others.
- 4.2. Managers are responsible for ensuring that harassment, discrimination, bullying and victimisation is not permitted, that any incidents that arise are dealt with firmly and fairly, and that any investigations are carried out in line with the relevant procedures.

- 4.3. All members of staff have a personal responsibility to ensure their own conduct does not cause offence. Issues of harassment, discrimination, bullying or victimisation should be raised in a timely manner so that any investigation is carried out at the earliest opportunity.

5. The Guild's Commitment

- 5.1. We will take active steps to fulfil our responsibilities and promote good practice by:
- Complying with legal obligations in a transparent manner;
 - Championing Equality, Diversity and Inclusion (EDI) throughout the organisation's strategic planning process for all departments and colleagues;
 - Publishing this policy and communicating it to all employees;
 - Taking measures to eliminate discrimination;
 - Promoting awareness and understanding of EDI matters among employees through policies, training and guidance;
 - Ensuring that employees and applicants, including student staff and elected officers are treated fairly and judged solely on merit and by reference to their skills and abilities;
 - Raising awareness of our policies and commitment to EDI with external suppliers and contractors and encouraging them to follow similar good practice;
 - Working to ensure the Guild buildings are, as far as reasonably possible, welcoming and accessible to all;
 - Making sure that all employees have equal access to facilities and opportunities, and that reasonable adjustments are made to working environments, schedules and practices, as appropriate, in order to accommodate a more diverse workforce;
 - Providing a supportive environment for employees that propose, start or complete a transition process to present in the gender identity they feel is correct for them, by following the employee's lead and agreeing with them what steps need to be taken before, during and after their transition, including time off, use of facilities, uniform (if applicable), updating of records and if/how other colleagues will be informed;
 - Requiring that policies, employment documents and training material, where practical, include positive, diverse, non-stereotypical content and language;
 - Ensuring the appropriate procedures are in place and communicated so that employees feel confident to discuss EDI issues and raise any concerns;
 - Dealing with potential and actual acts of discrimination, harassment and bullying appropriately and taking action where necessary;
 - Consulting with employees, staff forums, trade unions, the University of Liverpool etc. on EDI matters.

6. Unacceptable behaviour

- 6.1. The Guild has a code of conduct that communicates the behaviours that are valued and expected by all employees. This can be found in the Employee Handbook.
- 6.2. The Guild defines behaviour as being unacceptable if:
 - It is unwanted by the recipient,
 - It has the purpose or effect of violating the recipient's dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment, and
 - Having regard to all the circumstances, including the recipient's perception, it was reasonable for the behaviour to have that effect
- 6.3. Differences in attitude, background and culture can often mean that what is perceived by one individual as harassment or bullying may not necessarily be perceived in the same way by another. It should be noted therefore, that when deciding whether bullying or harassment has occurred, the impact on the individual and whether the behaviour is unacceptable by normal standards will be the focus, rather than motive or intent.
- 6.4. Please refer to [Appendix A: Glossary of terms](#) for definitions of unacceptable behaviour including bullying, harassment, discrimination and victimisation.

7. Complaints

- 7.1. The Guild will take any complaints of unacceptable behaviour seriously. Any employee that is found, following an investigation, to have discriminated against, harassed, bullied or victimised another person will be subject to disciplinary action.
- 7.2. If you believe that you have suffered any form of unacceptable behaviour or have witnessed unacceptable behaviour but are not a direct victim, you should follow the steps outlined in the Grievance Policy and Procedure.

8. Equality Impact Assessment

- 8.1. An Equality Impact Assessment (EIA) is a tool that helps an organisation make sure their policies, and the way that they carry out their functions, are fair and inclusive for everybody. They are a way of examining what the effects (intended or unintended) of our policies and processes are, and the impact of them on employees who have protected characteristics.
- 8.2. The Guild will conduct equality impact assessments for all its policies and procedure documents.

9. Relevant legislation / guidance

- The Equality Act 2010
- The Equal Pay Act (as amended) 1970
- Rehabilitations of Offenders Act 1974
- Human Rights Act 1998
- Work & Families Act 2006
- ACAS Guidance: Gender reassignment discrimination: key points for the workplace
- ACAS Guidance: Prevent Discrimination – Support Equality

10. Further Information

10.1. Appendices

Appendix A: Glossary of Terms

10.2. Related Policies

- Employee Handbook (currently under review)
- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- Maternity, Paternity, Adoption, Shared Parental Leave Policies
- Attendance Procedure
- Recruitment and Selection Policy (review in progress)

Appendix A: Glossary of Terms

Diversity - Diversity is recognising, respecting and embracing the differences between people's experiences. It is about moving beyond tolerance to valuing and celebrating individual differences.

Equality - Equality creates a fair and inclusive society, through challenging prejudice and discrimination, and ensures individuals or groups are treated fairly and have equal access to opportunities.

Discrimination - Occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have.

Harassment - Harassment is unwanted conduct which adversely affects the dignity of individuals in the workplace. It may be persistent or a single isolated incident. The key is that the actions or comments are viewed as hostile or intimidating, demeaning and unacceptable to the recipient. Employees can also complain of behaviour that they find offensive even if it is not directed at them, but at another member of staff.

Harassment may have either the purpose or effect of violating an individual's dignity, or create an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Discrimination - Discrimination takes place when an individual or a group of people is treated less favourably than others because of their race, gender, gender reassignment, marital status, status as a civil partner, disability, age, religion or belief, sexual orientation or other factors unrelated to their ability or potential.

Bullying - Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. While bullying and harassment are related, bullying is usually intentional.

Protected Characteristics - Is the term used for equality groups in the Equality Act 2010. These being - age, disability, gender reassignment, race, ethnic and national origin, religion or belief (including lack of belief), sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

Victimisation - Occurs when an individual is treated less favourably because they have exercised their rights under the policy or relevant legislation, intend to complain or have given evidence or information about a situation involving discrimination.