

2 Equality of Opportunity Policy

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Review	This policy will be reviewed periodically.

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2 This policy applies to all Board members, employees and casual workers henceforth referred to as the Staff of Sadeh.

1. POLICY STATEMENT

Sadeh is committed to providing equal opportunities in employment and to abolishing discrimination in employment and against customers. This policy details our commitments to Staff including potential Staff, contract workers and ex-Staff in this area and the procedures to follow if it is felt these commitments have been contravened.

2. PURPOSE AND SCOPE

- 2.1 This policy is designed to help ensure that all Staff can fulfil their potential within the organisation, irrespective of age, race, religion or belief, gender, sexual orientation, gender reassignment, disability, marital status, nationality, colour, ethnic origin, part-time workers or other aspects unrelated to their current and potential skills, aptitudes and abilities.
- 2.2 It is Sadeh's aim to create a working environment that promotes mutual respect, support, cooperation and humour; whilst ensuring that no individual suffers detriment as a result of the acts or omissions of the workforce.
- 2.3 Sadeh is committed to the implementation and maintenance of employment and recruitment practices that guarantee equal opportunities for all.

3. WHAT THE LAW STATES

- 3.1 It is unlawful to discriminate directly or indirectly in recruitment or employment on grounds of sex, gender reassignment, pregnancy, colour, race, nationality, ethnic or national origins, age, sexual orientation or religion or belief, or because someone is married or is a civil partner. It is unlawful to discriminate on grounds of disability or to fail to make reasonable adjustments to overcome barriers to employment caused by disability. It is unlawful to discriminate unjustifiably on grounds of age in relation to employment. Discrimination after employment may be unlawful, e.g. in refusing to give a reference or in the form of reference given.
- 3.2 It is unlawful to discriminate directly or indirectly in the provision of goods, facilities or services to customers on grounds of sex (which may include gender reassignment), pregnancy, colour, race, age, nationality, or ethnic or national origins. It is unlawful to discriminate on grounds of disability or to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services.
- 3.3 Direct discrimination is treating someone less favourably than another in comparable circumstances for a prohibited reason. Indirect discrimination is where everyone is treated in the same way but the treatment adversely affects one group more than another and cannot be objectively justified, e.g. requiring everyone to work full time will normally adversely affect more women than men and will be unlawful indirect sex discrimination unless there is a good reason, unrelated to sex, as to why the particular job has to be done on a full-time basis.

3.4 It is unlawful to victimise someone because he or she has alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint.

3.5 Current legislation also makes it unlawful for employers to treat part-time workers less favourably than comparable full-time workers, in respect of their terms and conditions of employment, unless such treatment can be objectively justified.

4. **WHAT IS DISCRIMINATION?**

There are 5 types of discrimination:

4.1 **Direct**

Where an individual is treated less favourably on the grounds of sex, gender reassignment, race or colour, religion or belief, sexual orientation, disability, marital status, pregnancy or age.

4.2 **Indirect**

This occurs when an employer applies a provision, criteria or practice applied equally to others but which:

- puts people of one group (to which the individual belongs) at a disadvantage when compared to others
- puts the individual in question at that disadvantage, and
- it is not justified, i.e. it is not a proportionate means of achieving a legitimate aim.

4.3 **Victimisation**

An employer will have victimised an individual if they treat them less favourably or subject them to a detriment because:

- they have brought proceedings under the discrimination legislation, or
- assisted another in bringing such proceedings by giving information on allegations and/or complaints.

4.4 **Harassment/Bullying**

Staff will have been subjected to harassment where they have been subject to unwanted conduct which has the purpose or effect of:

- Violating that person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, or
- Is reasonably considered by that person to have the effect of violating their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him/her, even if this effect was not intended by the person responsible for the conduct.

An employee will have been subjected to bullying where they have been subject to offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power which is meant to undermine, humiliate or injure the person on the receiving end.

For more information on this area, please refer to the Bullying and Harassment Policy.

4.5 **Lawful discrimination**

Discrimination may be lawful in certain circumstances, for example:

- for reasons of privacy or authenticity the job needs to be undertaken by one sex or another, or
- it is necessary because the purpose is to protect women during pregnancy or maternity
- genuine occupational qualification.

5. **RESPONSIBILITIES OF BOTH EMPLOYER AND EMPLOYEE**

Every employee is required to assist Sadeh to meet its commitment to equal opportunities and to avoid unlawful discrimination. Staff can be held personally liable as well as, or instead of, Sadeh for any acts of unlawful discrimination. Staff who commit serious acts of harassment may be guilty of a criminal offence too.

6. **DUTIES**

6.1 Management will work together with others including external advisors as appropriate, on the following:

- assessing existing employment and training practices in relation to this policy and advising upon remedial action where appropriate
- co-ordinating the provision of guidance and training to relevant staff on equal opportunities in employment where appropriate
- adopting recruitment, training and employment practices that are consistent with the spirit of the policy.

6.2 All Staff will be responsible for:

- co-operation with any measure introduced to develop and uphold equal opportunity and to promote the ethos of this policy
- not to participate or be complicit in harassing, abusing or intimidating other Staff
- resist any pressure to discriminate, which is placed upon them by other Staff
- inform management if they suspect that discrimination is taking place in employment; it is not acceptable to sit back and observe, irrelevant of the seniority of the offending party.

7. **RECRUITMENT**

Sadeh seeks to employ a workforce that is fair to all and does not disadvantage anyone based on their sex, gender, race or colour, religion or belief, sexual orientation, disability, marital status, pregnancy or age. This extends to training and promotion within Sadeh.

Advertisements will be worded to ensure that no inference may be drawn of an intention to advantage, or disadvantage, a certain individual or group in respect of the published opportunity, in a manner which would be contrary to the policy statement.

8. **COMMUNICATION**

In order to ensure clear communication, Sadeh insists that all employees are able to undertake verbal and written communication in relation to Sadeh business in English.

Written communications including emails must be objective, courteous, appropriate and avoid emotion. Staff should take care to ensure emails are sent to all relevant parties and that no individual is deliberately or accidentally omitted from such communications.

9. **ACTION TO TAKE IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST**

If you feel you have been discriminated against, the procedure is as follows:

- make a complaint under the grievance procedures to your line manager, or, if you wish, to a member of the Board
- keep written records of any instances to ensure that accurate details are recorded at the time; for example, dates, times, places, names of people involved, what happened, names of witnesses and any action taken at the time
- any allegations made will be taken seriously and will be investigated fully, in accordance with the grievance procedure
- any action that can prevent victimisation of a complainant will be taken during investigation of the complaint
- any member of staff who unlawfully discriminates against another member of staff, fails to co-operate with measures designated to promote equal opportunity, or induces others to practice unlawful discrimination, will be subject to disciplinary action.

Sadeh reserves the right to amend this policy as required.