

Family Friends of Prescott

EQUALITY, DIVERSITY AND INCLUSION POLICY

Scope

This policy applies to anyone working for Family Friends of Prescott. The policy also relates to job applicants and is relevant to all stages of the employment relationship

Purpose

The purpose of this policy is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. Not unlawfully discriminate because of the 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
 - sexual orientation
3. 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
 - selection for employment, promotion, training or other development opportunities



Our Commitment

Family Friends of Prescott is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

We believe that a culture of equality, diversity and inclusion not only benefits our charity but supports wellbeing and enables our people to work better because they can be themselves and feel that they belong.

We are committed to promoting a working environment based on dignity, trust and respect, and one that is free from discrimination, harassment, bullying or victimisation.

What we expect

We expect everybody to take personal responsibility for observing, upholding, promoting and applying this policy. Our culture is made in the day-to-day working interactions between us so creating the right environment is a responsibility that we all share.

Cultivating this culture does not happen by accident but requires ongoing commitment and nurturing. The reality is that we live in a world where areas of difference (whether gender, sexual orientation, ethnicity or others) often translate to biases, challenges and barriers that may not be faced by others. And the more areas of difference a person brings, the more this effect can be compounded.

We expect you to treat everybody fairly and with dignity, trust and respect. Sometimes, this may mean allowing for different views and viewpoints and making space for others to contribute.

By embedding such values and constructively challenging inappropriate comments or ways of working, you can help us achieve and maintain a truly inclusive workplace culture.

Any dealings that you have with colleagues, or third parties must be free from any form of discrimination, harassment, victimisation or bullying.

If any employee is found to have committed, authorised or condoned an act of discrimination, harassment, victimisation or bullying, the Charity will consider action against them including under the disciplinary policy.

You should be aware that you can be personally liable for discrimination and harassment.

Different types of discrimination under the Equality Act 2010

Discrimination can be intentional or unintentional and may occur directly, indirectly, by association, or by perception.

There are also two specific types of discrimination that apply only to disability: "discrimination arising from disability" and "failing to make reasonable adjustments".

Discrimination is not always obvious and can be subtle and unconscious. This stems from a person's general assumptions about the abilities, interests and characteristics of a particular group that influence how they treat those people (known as "unconscious bias"). Such assumptions or prejudices may cause them to apply requirements or conditions that put those groups at a disadvantage.

Direct discrimination: Treating someone less favourably because of a protected characteristic compared with someone who does not have that characteristic (for example choosing not to recruit someone because they are disabled, and you think they "wouldn't fit in" to the team).

Indirect discrimination: Where a policy, procedure or way of working that applies to everyone puts people with a particular protected characteristic at a disadvantage, compared with people who do not have that characteristic, unless there is a good reason to justify it.

Associative discrimination: Treating someone less favourably because they are associated with someone who has a protected characteristic, for example because their partner is transgender.

Discrimination by perception: Treating someone less favourably because you perceive them to have a protected characteristic even if they do not, for example choosing not to promote someone because you mistakenly perceive them to be gay.

Discrimination arising from disability: Treating someone unfavourably because of something connected with that person's disability and where such treatment is not justified. Examples include:

- dismissing or failing to pay a bonus to someone because of their disability-related absence; or
- disciplining someone for losing their temper where such loss of temper was out of character and was due to severe pain caused by them having cancer.

Failing to make reasonable adjustments: Employers are legally obliged to make reasonable adjustments to ensure that aspects of employment, or the employer's premises, do not put a disabled person at a substantial disadvantage. Failing to comply with this duty is unlawful. Examples of reasonable adjustments might include:

- changing their working hours;
- adjusting procedures for assessing job candidates; and
- modifying disciplinary and grievance procedures.

Equality of opportunity

1. Recruitment

We take reasonable and appropriate steps to encourage job applications from as diverse a range of people as possible.

Every decision-maker should challenge themselves, and other members of the recruitment selection panel, to make sure that any stereotypes, unconscious bias or prejudice do not play any part in recruitment decisions.

2. Career development

Any decision the Charity makes relating to a person's promotion or career development must be free from discrimination.

We ensure that selection criteria and processes for recruitment and promotion are reviewed so that there is no discriminatory impact on a certain group.

3. Disability inclusion

a. Recruiting people with a disability

The Charity will consider disability in advance of creating the recruitment and selection documents so that they are appropriate and as inclusive as possible.

We will ask applicants if they require any reasonable adjustments to be made during the interview stage.

If you are involved in the interview process, you must not ask job applicants about their health or disability.

b. Talking about disability

We understand that some people find it hard to discuss their disabilities and that disability can be invisible.

Psychological safety, where people feel able to speak up about their experiences without fear of negative consequences, is paramount to ensuring disability inclusion.

However, this is only possible if we treat people with dignity, trust and respect and we expect everyone to uphold these values.

c. Reasonable adjustments

If you have a disability, you do not have to tell us. However, we would encourage you to let us know so that we can support you, for example by making reasonable adjustments to our premises or to aspects of your role, or to our working practices.

If you are experiencing difficulties at work because of your disability, please contact one of the trustees to discuss potential reasonable adjustments that may alleviate or minimise such difficulties.

Complaints and grievances

It will be ensured that:

- Breaches of the Equal Opportunities Policy, intentional or unintentional, are dealt with promptly and properly, fully investigated and accurately recorded and appropriate disciplinary or remedial action taken.
- When an employee has been disciplined for misconduct in respect of the Policy, a satisfactory change of conduct and attitude is sought and monitored by the Charity.

Roles and responsibilities

1. Employees

- All employees must ensure that an anti-discriminatory working environment is created and sustained.
- Proactive promotion of anti-discriminatory behaviour and practice as part of daily activities.
- Reporting any incidents of discrimination to one of the trustees, an incident of discrimination can be reported by anybody who witnesses the incident, not just by the person being discriminated against.

2. Charity

- Providing support and training to employees to prevent intentional or unintentional discriminatory behaviour in the working environment, and to develop appropriate skills and practices to deal with such behaviour in accordance with this Policy.
- Advising on all stages of complaints and the Grievance procedure.

November 2025

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