



Equality Diversity and Inclusion Policy

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Introduction

The Greenbank Project (referred to as Greenbank) strives for high standards both as an employer and as a provider of services. In so doing, we recognise the need for encouraging diversity and wholeheartedly support a policy of equal opportunities and inclusion in all areas of our work and responsibilities.

This policy provides guidance to enable all who work with or for Greenbank to comply with anti-discrimination legislation. It takes into account the Equality Act 2010 and best practice from the Special Educational Needs Code of Practice within the Children and Families Bill 2014. Failure to follow the procedures in the policy may lead to disciplinary or other appropriate action.

Greenbank is committed to reviewing this policy on a regular basis. Through our training, publications and communications with management, staff, volunteers, service users and delivery partners, Greenbank will ensure those we work with know our statements of policy.

Greenbank will regularly review the implementation of its Equality Diversity and Inclusion Policy. Where evidence is found of ineffectiveness, remedial action will be taken to ensure implementation.

All partnerships/agreements i.e. customers, suppliers, consultants, training and placement providers etc. will need to strive to support Greenbank's pro-active approach to achieving Equality Diversity and Inclusion.

Definitions

- **Protected characteristics** names those groups that are protected by equality legislation as age, disability, gender, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief and sexual orientation.
- **Equal Opportunities** is about treating people fairly and equally regardless of whom they are, their background, or their lifestyle.
- **Diversity** ensures that all people are valued as individuals and are able to maximise their potential and contribution to Greenbank. It recognises that people from different backgrounds can bring fresh ideas and a different approach, which can make the way we work and learn more enjoyable, creative, efficient and innovative.
- **Direct Discrimination** occurs when an individual is treated less favourably on the grounds of a protected characteristic e.g. age, disability, gender reassignment, race,

religion or belief, sex, sexual orientation, marriage & civil partnership and pregnancy & maternity.

- **Discrimination by association** is direct discrimination against someone because they associate with another person who possesses a protected characteristic.
- **Discrimination by perception** is discrimination against an individual because you think they possess a protected characteristic - it applies even if the person does not actually possess that characteristic.
- **Indirect Discrimination** occurs when a company has a rule, policy or practice which applies to everyone but particularly disadvantages people who share a protected characteristic.
- **Victimisation** occurs when an individual is treated badly because they have made a complaint or raised a grievance under the Equality Act.
- **Harassment** is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating intimidating, hostile, degrading, humiliating or offensive environment for that individual.” (See Greenbank’s Grievance procedure for guidance where harassment has occurred).
- **Third party harassment** means employers can potentially be liable for harassment of employed people (third parties) who are not employees of the company e.g. customers. Liability arises when harassment has occurred on at least two occasions, the employer is aware that it has taken place and has not taken reasonable steps to prevent it from happening.
- **Positive Action** allows a protected characteristic to be taken into account during the recruitment process but only when the candidates are as qualified as each other.

Greenbank urges trustees, staff, volunteers and service users to be aware of the less obvious types of discrimination which result from general assumptions and pre-conceptions about the capabilities, interests and characteristics of individuals.

Policy statements

Diversity and Inclusion

Greenbank actively encourages diversity and inclusion to maximise achievement, creativity and good practice and to bring benefit to individuals and Greenbank.

Greenbank encourages all people it works with and for to contribute to an environment in which people are comfortable expressing what they think and what they need, knowing

they will be treated with respect and that their contribution will be valued. However Greenbank will challenge ideologies that support terrorism and violent extremism.

The way we work, train and learn within Greenbank reflects both the Mission and Objectives of Greenbank and the spirit and intentions of legislation that outlaws discrimination and promotes equality diversity and inclusion.

Greenbank will consider making reasonable adjustments to working practices, equipment and premises and offer, where appropriate, additional support to trustees, staff, volunteers and service users to ensure they are able to take a full and active part in Greenbank's work.

Greenbank will endeavour to deliver services in a way that genuinely recognises the importance of an inclusive society that brings opportunities and access, not barriers to individuals.

Equal Opportunities

Greenbank is an equal opportunities employer and provider of services. No job applicant, trustee, member of staff, volunteer and service user should receive less favourable treatment on the grounds of: Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage & Civil Partnership and Pregnancy & Maternity. Also, due regard for marriage or civil partnership status.

Nor will such persons be disadvantaged by conditions or requirements which cannot be shown to be justifiable. This principle applies to recruitment and selection, promotion, transfer, training, benefits, facilities, service provision, procedures and all terms and conditions of employment.

Aims and Objectives

The aims and objectives of the Equality Diversity and Inclusion Policy are:

- To encourage, promote and celebrate diversity in all our activities and services
- To ensure equal access to employment and service provision
- To ensure compliance with current legislation on discrimination and equality
- To promote equal opportunities in other areas not currently covered by legislation
- To create environments free from harassment, bullying, victimisation and discrimination
- To maximise the use of resources in the best interests of staff, volunteers and service users
- To confront and challenge discrimination where and whenever it arises whether it be between colleagues, or in any other area relating to Greenbank's work
- To make a willingness to accept and implement this policy to be a necessary qualification for any position in Greenbank and to ensure acceptance and compliance with this policy as part of Greenbank's induction process
- To ensure, through positive action and so far as is practicable, that all Greenbank's premises and services are accessible to all people

- To ensure that employment and promotion within the organisation is determined by objective criteria and personal merit
- To embed equality diversity and inclusion in teaching, learning and assessment
- To narrow the achievement gap between different groups of students

Policy implementation: Expectations

Greenbank recognises that passive policies do not provide equality and Greenbank will seek to promote equality diversity and inclusion within the following framework of responsibilities.

Responsibility for implementing and developing the policy rests with the Board of Trustees. The overall co-ordinating responsibility for equal opportunities and management of diversity and inclusion is delegated to the Chief Executive of Greenbank. However, Greenbank believes that all Board members, staff, volunteers and service users have an individual responsibility: to accept the policy and ensure a personal involvement in its application; to co-operate actively to ensure that the environment we desire is a reality. Therefore:

Greenbank expects individuals:

- to co-operate with measures introduced by Greenbank to ensure equality of opportunity, diversity and non-discrimination
- not to harass, abuse or intimidate any other employee or participant
- to feel sufficiently confident to inform management if they suspect discrimination is taking place.

Greenbank expects Line Managers:

- to ensure that proper records of employment decisions are maintained and regular reviews of employment practices are carried out
- to ensure that grievances are dealt with in a fair and consistent manner and in line with Greenbank's Grievance Policy and Procedure
- to ensure that individuals within their area are aware of their legal responsibilities, and the organisation's Equality Diversity and Inclusion Policy
- to promote actively the benefits of employee and participant diversity, in employment, services and training.

Greenbank will:

- support Line Managers, offer advice and make recommendations in relation to Equal Opportunities Diversity and inclusion and implementing relevant policies and procedures.
- ensure that the highest standards of Equality Opportunities practice are observed in the delivery of Greenbank's services and to undertake training and development opportunities to ensure that competence is maintained.
- collate and discuss relevant organisational information and make recommendations to the senior management team

- offer advice and guidance to members of staff, volunteers and organisations in Greenbank's Equality Diversity and Inclusion Policy and Procedures.
- seek the views and opinions of employees, volunteers, customers and clients on the operation of the policy in his/her locality/area of responsibility, in particular to meet the diverse needs of the users.
- facilitate training and discussion on Equal Opportunities Diversity and Inclusion issues as appropriate.
- Organise events to celebrate diversity within Greenbank

The person with overall responsibility for Equality and Diversity will:

- ensure that Board members are supported in their role with regard to the Equality and Diversity Policy and Procedures
- ensure Board members and Managers are appraised regularly on the state of equal opportunities and diversity within Greenbank
- ensure that the Equality Diversity and Inclusion Policy and associated documents are reviewed on a regular basis
- review and approve policies, procedures and practices that impact on equal opportunities and diversity practice on a regular basis

Policy implementation: Recruitment and promotion

Greenbank strives to ensure that our Board members, staff, volunteers and service users reflect the wider community.

- Clear and accurate information on vacant posts should be available through advertisement, job descriptions, person specifications and interview. Vacancies should be advertised sufficiently widely to reach the widest possible range of candidates, either internal and/or external (subject to budgetary constraints).
- Recruitment material should not imply any preferred group, unless a genuine occupational qualification exists limiting a post to a particular group.
- Applicants will be informed, through all recruitment material of Greenbank's commitment to Equal Opportunities Diversity and Inclusion and the existence of this policy.
- Person specifications may include 'essential' and 'desirable' requirements that are necessary and justifiable. Care, and advice where necessary, is needed to ensure these are not discriminatory.
- Greenbank aims to recruit and retain quality staff and believes that staff and volunteers should be encouraged to discuss their development and training needs through a process of regular support and appraisals.
- Job titles that are discriminatory should be avoided.
- Greenbank will endeavour to accommodate flexible working practices that suit the needs of staff and volunteers whilst maintaining organisational needs.
- Greenbank will apply positive action to meet the needs of disadvantaged or under-represented groups.

Policy implementation: Interviews and selection

- In line with the intentions of this policy, Greenbank will ensure that adequate Equality training has taken place for all members of any interviewing panel. The panel will ensure that the selection criteria must take care to reflect the protected characteristics contained within the Equality Act 2010.
- The short listing panel will not select candidates on the basis of Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage & Civil Partnership and Pregnancy & Maternity or other unjustifiable factors of the candidate.
- Greenbank has been successful in securing the Disability Symbol (positive about disabled people) and all applicants that declare a disability and meet the minimum standards as detailed in the person specification are guaranteed an interview.
- The interview panel will ensure that no applicant or employee receives less favourable treatment on grounds that cannot be shown to be justifiable. Steps will be taken to ensure that no-one receives less favourable treatment because of her or his protected characteristic. (Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage & Civil Partnership and Pregnancy & Maternity.)

Policy implementation: Training

In line with the intentions of this policy, Greenbank will not discriminate in the provision of relevant training courses/opportunities wherever possible.

Relevant training will be provided to enable Board members, staff, volunteers and committee members to perform their jobs effectively. The training offered will take into account the needs of all people.

Briefing on this policy will form part of the Induction Procedure for Board members, staff, volunteers, and students.

Enforcement

Greenbank recognises the need for a continuing commitment to genuine equal opportunities diversity and inclusion within the organisation. The effectiveness of the policy's aims and objectives can only be judged by how the policy operates in practice.

Policy enforcement – Grievances

Any staff member or volunteer who feels they have been a victim of unlawful discrimination or unfairly treated in a way contrary to the intention of this policy should raise the issue through Greenbank's established Grievance Procedure.

- Any student or service user (Gym member commercial customer) who feels he/she has been unfairly treated in a way contrary to the intention of this policy should

make a complaint through Greenbank's Chief Executive, who must report any such complaint to the Chairman of Greenbank's Board of Trustees. If the complaint is about the Chief Executive, this should be made through the Chairman of Greenbank's Board of Trustees.

- Any job applicant who believes that he/she has been treated unfairly and contrary to the intention of this policy should raise the issue in writing with the Chief Executive or the Chairman of the Board of Trustees.
- All incidents of discrimination are disciplinary offences and will be dealt with under the Disciplinary procedures. Types of discrimination are: Direct discrimination, Associative discrimination, Perceptive discrimination, Indirect discrimination, Harassment, Third Party harassment and Victimisation.
- Greenbank will not treat lightly or ignore grievances from members of disadvantaged groups on the assumption that they are over-sensitive about discrimination.

Policy Enforcement – Disciplinary Procedure

- Any member of staff found to be in breach of this policy will be subject to disciplinary action in line with the Standard Terms of Employment.
- Any volunteer found to be in breach of this policy will be counselled on his/her actions and may, where necessary, be removed from Greenbank's volunteer register.
- Any member of any Committee or working group of Greenbank found in breach of this policy will be counselled on his/her actions and may, where necessary, be asked to leave Greenbank.
- Any service user found in breach of this policy will, where appropriate, be counselled on his/her actions and may, where necessary, be referred back to their organisation or refused future services from Greenbank.

Monitoring

Greenbank views the collection/analysis of data as vital in informing change and improving performance. Where appropriate, statistics on Greenbank's services and delivery partners will be collected and analysed in relation to equality and diversity matters. We will review employee turnover and seek information on reasons for leaving. Local and national data or statistics will be used to benchmark our performance.

The Board members will review annually equality of opportunity information relating to Greenbank's services. Recruitment and selection procedures will be monitored and reviewed annually by the Chief Executive who will report to the Chairman of the Board of Trustees. All aspects of personnel policies and procedures shall be kept under review to ensure that they do not operate against the Equal Opportunities Policy.

In order to determine the impact of this policy it is important that a monitoring system be developed which will measure commitment, progress and effectiveness. The Equality Diversity and Inclusion Policy will be monitored and reviewed as follows:

- The policy will be an agenda item at Greenbank's Senior Leadership meetings on an annual basis and at Board of Trustees meetings. The review recommendations will be presented to the next Trustee meeting for their comments and ratification
- Where it appears that there may have been or there is a breach of the policy, the Chief Executive will investigate the circumstances and action will be taken to counter any proven breach of policy.
- If it is found that the policy is excluding or discouraging the development of Board members, staff, volunteers or restricting service users, the Chief Executive should take positive action to re-adjust the policy.
- If you require this policy in the alternative accessible communication format, please contact CEO in the first instance.

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Agreed by Greenbank Board of Trustees

A handwritten signature in blue ink, appearing to read 'Alan Irving', with a horizontal line underneath.

Dr Alan Irving, Chairman