

## 1.11 Equality and Inclusion Policy V9.1

<b>Schedule Information</b>	
<b>Policy Category</b>	<b>Category 1 – ELT - Urgent</b>
	<b>Category 2 – All Ops Staff, Central Services, Housing</b>
<b>Directorate Lead</b>	People Director
<b>Committee</b>	Quality & People
<b>Policy Owner</b>	People Director
<b>Lead Author</b>	People Director
<b>Summary of Policy Changes</b>	<p>Date of previous versions and brief details of amendments made: (Versions prior to 2016 are available through archives and may be requested)</p> <p><b>V7.0 – January 2017</b></p> <p><b>V8.0 – February 2020</b> – Scheduled review with minor formatting changes made.</p> <p><b>V8.1 – May 2021</b> – 1 year extension of expiry date for review of policy May 2021 under way. Change of organisation branding and policy header changed to fall in with new Website / Intranet branding. There has been no change to policy content.</p> <p><b>V9.0 – February 2023</b> – Updated reference to ED&amp;I officer as co-ordination of events will be through various teams.</p> <p><b>V9.1 January 2024</b> – Updated template</p>
<b>Document Superseded</b>	1.11 Equality and Inclusion Policy V9.0
<b>Consultation Process</b>	PPWG, ELT, Q&S, BOARD
<b>Impact Assessment Completed</b>	Organisational Policy that can be made available in languages other than English and can be made available in Easy Read
<b>Statutory, Regulatory, Compliance Considered</b>	Equality Act 2010
<b>Key Words</b>	Equality, Inclusion
<b>Policy Cross Reference</b>	N/A
<b>PPWG Date</b>	February 2022
<b>ELT Date</b>	March 2022
<b>Committee Date</b>	March 2022
<b>Published Date</b>	March 2022
<b>Review Date</b>	September 2025
<b>Expiry Date</b>	March 2026
<b>Target Audience</b>	Organisation wide
<b>Additional Circulation</b>	N/A
<b>Contact Details</b>	<p>Corporate Governance department.                      St Anne's Community Services                      Unit 5, Fountain Court                      Bruntcliffe Way, Morley                      Leeds LS27 0JG  <a href="mailto:governance@st-annes.org.uk">Email: governance@st-annes.org.uk</a></p>
<b>Storage &amp; Version Control</b>	This is a controlled document, whilst it may be printed and shared, the electronic copy posted on the internal intranet is the controlled document.

## Commitment

Equality and Inclusion are woven throughout all that we do at St Anne's and are a core part of how we work together for our staff and the people we support every day.

St Anne's Community Services is not affiliated or partnered to any religious group or organisation and is not a faith-based organisation.

The purpose of this policy is to ensure that all staff, volunteers and clients are treated fairly. In accordance with the Equality Act 2010 St Anne's will not discriminate against staff or clients on the grounds of the nine protected characteristics. These are; Age, Disability (including long-term health conditions and mental ill-health), Gender Reassignment (people who are trans), Marital Status (including civil partnerships and same sex marriage), Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation.

In addition, St Anne's will not discriminate on the grounds of the following;

- Being a Romany Gypsy, Scottish, Irish or Roma Traveller
- Being a Carer
- Intersex and non-binary gender identities
- Health conditions
- Previous substance misuse
- Experience of working in the sex industry
- Trade Union activity
- Neuro diversity

St Anne's commitment to equality and inclusion is guided by the following objectives;

- To create and sustain inclusive environments in which the diversity of our staff and the people we support is recognised and valued.
- To establish and maintain a zero-tolerance approach to intimidation, bullying and harassment of any kind, with clear reporting pathways and procedures to deal with such incidents.
- To adopt Equality Impact Assessments so that our practices and procedures are tested for fairness and adverse consequence for oppressed groups.
- To provide training, development and progression opportunities that encourage our staff to participate in and contribute to our success.
- To raise awareness of diversity across the organisation and promote inclusive practice whilst eliminating processes, attitudes and behaviours that amount to discrimination which arise from prejudice, misconceptions and stereotyping.

## Board Responsibilities

St Anne's is committed to having a Board whose members are representative of the communities we serve and who contribute actively to our Equality and Inclusion agenda. The Board is responsible for ensuring that St Anne's commitment to Equality and Inclusion is evident across the organisation and that services are delivered in compliance with the law.

## **ELT Responsibilities**

The Executive Leadership Team (ELT) is responsible for ensuring that the Equality and Inclusion strategy is devised and maintained, with input from the Equality and Diversity Officer and the relevant committee groups and networks.

## **Manager Responsibilities**

Managers are responsible for ensuring that any problematic behaviour that could jeopardise or undermine inclusion in any way is investigated and prevented from recurring, in accordance with St Anne's Dignity at Work Policy. Managers must challenge any behaviours of concern using a zero-tolerance approach by identifying and challenging them promptly. If Managers see or hear unacceptable behaviour and do nothing about it, they are condoning the behaviour and allowing an exclusionary and discriminative culture to develop.

Managers must lead by example in support of Equality and Inclusion across the organisation and encourage their team to take matters of diversity and fairness seriously so that St Anne's can create and sustain inclusive environments that are compliant with the law. All Managers should be able to identify and describe the nine protected characteristics and understand their duties of care toward staff, clients and the wider community.

Managers are responsible for ensuring their staff complete Equality and Diversity training in accordance with the Workforce Development Policy, with adequate opportunity for discussion and reflection during supervision, team meetings and service/departmental activities.

## **Staff Responsibilities**

All staff have a responsibility to uphold a zero-tolerance approach to discrimination and be able to identify and challenge any behaviour that contravenes this. Staff should attempt to identify and challenge behaviour that is exclusionary or discriminatory. If this is not possible, staff should record their concerns and discuss them with their Line Manager.

All staff are expected to have a good understanding of Equality and Inclusion and be able to demonstrate this in their work. Staff will be supported and encouraged to access resources which help them to develop their understanding of a range of topics that relate to Equality and Diversity in order to create and sustain an inclusive service environment for colleagues and clients.

## **Inclusive Culture**

St Anne's will strive to create and sustain an organisational culture that is confident with difference. This means that our staff and the people we support are recognised as individuals and valued for the unique contribution that they bring.

Staff and clients are entitled to be treated with dignity and respect and supported in a way that is culturally informed. It is important that people feel they can 'be themselves' in our services and in the workplace, without fear of discrimination, judgemental attitudes, exclusion or prejudice.

## **Raising Awareness and Fostering Inclusion**

St Anne's will adopt a robust and proactive programme of internal campaign activities throughout the year that promote Equality and Diversity to ensure that our staff and the people we support remain committed to inclusion. This will be complemented by the Learning and Development offer to all staff, which includes mandatory Equality and Diversity training, with additional awareness raising activities being coordinated.

Internal resources will raise awareness and encourage understanding of diversity and the specific experiences of underrepresented groups in society. This includes but is not limited to topics such as; disability and mental ill health, menopause, sexism, racism, Lesbian, Gay, Bi and Trans (LGBT) identities, health inequalities, HIV/AIDs, neurodiversity, ageism and religion and belief.

Every St Anne's service will have access to an Annual Diversity Calendar to promote campaigns for inclusion and dates of cultural and religious significance throughout the year within their Department or Service.

## **Unacceptable Behaviour**

Everybody is responsible for ensuring that unacceptable language, assumptions and behaviour are challenged, regardless of whether it is a staff member or a client who is behaving unacceptably. When this persists, it is the responsibility of a Manager to ensure that action is taken in accordance with the Dignity at Work Policy.

Staff have a duty to implement the principles of Positive Behaviour Support whilst working with clients who may need extra encouragement and guidance to understand what acceptable and unacceptable behaviour is.

St Anne's takes allegations of prejudiced attitudes, behaviours, discrimination and harassment very seriously and will deal with such allegations.

## **Equality Monitoring Data**

St Anne's will collect and analyse equality monitoring data from existing and prospective staff (job applicants) to ensure that we are recruiting from the widest possible variety of backgrounds and that our workforce is reflective of the communities we serve.

St Anne's will collect and analyse equality monitoring data from clients to measure the inclusivity of the services that we provide.

Job applicants will not be discriminated against because of the Protected Characteristics that they have or are perceived to have at any stage during the recruitment process, in accordance with the Recruitment and Selection Policy.

Monitoring Reports will be submitted to the Board throughout the financial year, using anonymised data.

Incidents relating to discrimination of staff or clients will be recorded on Datix.

## **Equality Impact Assessments**

Equality Impact Assessments must be undertaken as part of the consultation process when changes are proposed to St Anne's services, policies or procedures that have the potential to affect clients and/or staff, in accordance with the Policy and Procedure Process.

The Manager/Project Team proposing the changes should liaise with the HR Department and the Equality and Diversity Officer to complete the Equality Impact Assessment as appropriate, giving due regard to the Public Sector Equality Duty.

## **Pensions and Other Staff Benefits**

St Anne's will not discriminate in the provision of pensions or any other benefit, facility or service that it provides or administers, on the basis of the Protected Characteristics or additional grounds as stated in this Policy.