



Equality, Diversity & Inclusion Policy

Contents

- 1. Our Commitment 3**
- 2. The Law 3**
- 3. Equal Opportunities in employment 4**
- 4. Training 4**
- 5. Responsibilites of Managers 4**
- 6. Responsibilities of Staff and Volunteers 5**
- 7. Grievances 5**
- 8. Monitoring and review 5**



Equality, Diversity & Inclusion Policy

1) Our Commitment

The Catholic Children's Society (CCS) values diversity and believes it enriches our work. We strive to be a warm, inclusive and welcoming organisation where all staff and service users feel valued and are treated fairly, with dignity, kindness and respect. This approach is underpinned by our core values of integrity, compassion, inclusion and partnership. CCS is also committed to providing equal opportunities in employment and to avoiding unlawful discrimination. This policy sets out how we put these commitments into practice.

2) The Law

Protected Characteristics

It is unlawful to discriminate directly or indirectly in recruitment or employment, or in the provision of goods and services to members of the public or service users, based on protected characteristics. Protected characteristics are:

- Age
- Disability
- Sex
- Gender reassignment
- Pregnancy
- Maternity (including explicit protections for breastfeeding)
- Race (which includes colour, nationality, caste and ethnic or national origins)
- Sexual orientation
- Religion or belief (including no religion)
- Marriage or Civil Partnership

Discrimination after employment may also be unlawful e.g. refusing to give a reference for a reason related to one of the protected characteristics.

Reasonable adjustments

It is unlawful to fail to make reasonable adjustments to overcome barriers to gaining or maintaining employment or 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. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

3) Equal Opportunities in employment

CCS strives to have workforce that reflects the rich diversity of the communities we serve. We will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All staff will be helped and encouraged to develop their full potential.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where they are shown to be a proportionate means of achieving a legitimate aim.

Working practices

When considering requests for variations to our standard working practices, CCS will consider any possible indirect discriminatory effects including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done. We will only refuse such requests if we consider we have legitimate grounds for doing so based on our business needs and unrelated to any protected characteristic.

CCS will comply with its obligations in relation to statutory requests for contract variations. We will also make reasonable adjustments to our standard working practices to overcome barriers caused by disability. CCS will not discriminate unlawfully, nor tolerate any unlawful discrimination by our staff against service users using, or seeking to use, our services.

4) Training

CCS will raise awareness of, and provide training in, equal opportunities to:

- All staff (as part of their inductions).
- Managers and others likely to be involved in recruitment.
- Other decision-makers where equal opportunities issues are likely to arise.

As part of the induction process, all staff will be made aware of CCS's Equality, Diversity and Inclusion Policy, so that they understand their rights and responsibilities and what they can do to help create a positive and inclusive working environment.

5) Responsibilities of Managers

Responsibility for ensuring the effective implementation and operation of the arrangements described in this policy will rest with the Chief Executive Officer. Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination.

Each manager will ensure that:

- All staff within their team are aware of the policy and the reasons for the policy.
- Grievances occurring within their team concerning discrimination are dealt with properly, fairly and as quickly as possible.
- Proper records are maintained.

6) Responsibilities of Staff and Volunteers

All staff are required to assist CCS in meeting our commitments as set out in this policy. Each individual has an important part to play in ensuring CCS is a positive and inclusive organisation where no form of discrimination is tolerated. In particular, all members of staff should:

- Not discriminate in their day-to-day activities or induce others to do so.
- Not victimise, harass or intimidate other staff or groups.
- Inform their manager if they become aware of any discriminatory practice.
- Adhere to our Code of Conduct which sets out the standards of behaviour we expect.

Acts of discrimination, harassment, bullying or victimisation against staff or service users are disciplinary offences and will be dealt with under CCS's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

7) Grievances

Staff who consider that they may have been unlawfully discriminated against should use CCS's grievance procedure to make a complaint. CCS will take any complaint seriously and will seek to resolve any grievance that it upholds. Staff will not be penalised for raising a grievance, even if the grievance is not upheld, unless the complaint is both untrue and made in bad faith.

8) Monitoring and review

CCS will monitor this policy periodically to judge its effectiveness and update it in accordance with changes in the law. CCS will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

Information provided by job applicants and staff for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998 and the General Data Protection Act (2018).