

## Equality, Diversity & Inclusion Policy

### A. Statement of Policy

1. The Harbour Project is committed to equality of treatment of all individuals as well as to equity and fairness of outcomes. The Harbour Project is committed to the promotion of equal opportunities through the way we manage the organisation and provide services to the community. To express this commitment, we develop, promote and maintain policies that will be conducive to the principles of fairness and equality in the workplace. We work to both the spirit and letter of the Equality Act 2010.
2. The objective of this Policy is that no person should suffer or experience less favourable treatment, discrimination or lack of opportunity on the grounds of any protected characteristic as set out in the Equality Act 2010, specifically age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation. Further, we also apply the same principles to additional groups including nationality, ethnic origin, health status, HIV status, parental status, sexual orientation, political beliefs or trade union membership, class, responsibility for dependents, physical attributes, ex-offender status as defined by the Rehabilitation of Offenders' Act 1974, lack of formal qualifications where such qualifications are not formally required, or any other grounds which cannot be shown to be justifiable within the context of this Policy. The Harbour Project will also not discriminate on grounds such as immigration status or other socio-economic factors.
3. This Policy will influence and affect every aspect of activities carried out at The Harbour Project and also influences Harbour Staff, volunteers and Trustees outside of the core activities carried out on-site i.e. promotional work, educational services, sports events and activities and other functions linked to The Harbour Project, as determined by the Trustees.
4. In the provision of services and the employment of staff, The Harbour Project is committed to promoting equity of outcomes for everyone. Throughout its activities, The Harbour Project will treat all people equitably whether they are:
  - Seeking or using our services
  - Applying for a job or already employed by us
  - Trainee workers and students on work experience or placements
  - Volunteer workers.
  - External stakeholders, including the local community and people working in other organisations.

### B. How the Policy will be implemented and who is responsible

The Project Manager has specific responsibility for the effective implementation of this Policy. We expect all our employees and volunteers to abide by the Policy and help create the inclusive and equal environment which is its objective.

In order to implement this Policy we shall:

- Communicate the Policy to employees, job applicants, volunteers and relevant others.

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- Incorporate specific and appropriate duties in respect of implementing this Policy into job descriptions and work objectives of all staff.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in unconscious bias and non-discriminatory selection techniques. Reasonable adjustments to job roles and responsibilities will also be considered.
- This Policy will be published on our website.
- Encourage opportunities for social and economic interaction between refugees and asylum seekers and other local people and will try to counteract myths and misinformation. We endeavour to protect all our visitors, staff, volunteers and trustees from hate crime, stereotyping and intimidation.
- Promote inclusion in all aspects of our work to ensure that visitors, staff, volunteers and trustees from all backgrounds and abilities feel that they have a role and a voice within the organisation.
- Ensure that adequate resources and training are made available to fulfil the objectives of the Policy.

## C. Conduct and general standards of behaviour

All staff and volunteers are expected to conduct themselves in a professional and considerate manner at all times. The Harbour Project will not tolerate behaviour such as:

- Making threats
- Physical violence
- Shouting
- Swearing at others
- Persistent rudeness
- Isolating, ignoring or refusing to work with certain people
- Telling offensive jokes or name calling
- Displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format.
- Any other forms of harassment, victimisation or bullying.

The items on the above list of unacceptable behaviours are considered to be disciplinary offences within The Harbour Project and can lead to disciplinary action being taken. The Harbour Project does, however, encourage staff to resolve misunderstandings and problems informally wherever possible, depending on the circumstances. However, whether dealt with informally or formally, it is important for those who may have caused offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being over sensitive. It is the impact of the behaviour, rather than the intent, that counts, and that should shape the solution found both to the immediate problem and to preventing further similar problems in the future.

## D. Complaints of discrimination

The Harbour Project will treat seriously all complaints of unlawful discrimination on any grounds made by employees, trustees, visitors or other third parties and will take action where appropriate.

All complaints will be investigated in accordance with the organisation's grievance, complaints or disciplinary procedure as appropriate and the complainant will be informed of the outcome in line with these procedures.

We will also monitor the number and outcomes of complaints of discrimination made by staff, volunteers, visitors and other third parties.

## E. Legal Obligations

### *Equal Opportunities and Discrimination (Equality Act 2010)*

The Equality Act came into force in October 2010 and replaces all previous equality legislation in England, Scotland and Wales – namely the Race Relations Act 1976, the Disability Discrimination Act 1995, the Sex Discrimination Act, the Equal Pay Act, the Employment Equality (Age) Regulations 2006, The Civil Partnership Act 2004, the Employment Equality Regulations 2003 (religions and belief and sexual orientation). The Equality Act 2010 protected characteristics are:

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, religion and belief, sex and sexual orientation.

In valuing diversity, The Harbour Project is committed to go beyond the legal minimum regarding equality.

The Equality Act 2010 harmonises and strengthens and replaces most previous equality legislation. The following legislation is still relevant:

- The Human Rights Act 1998.
- The Work and Families Act 2006.
- Employment Equal Treatment Framework Directive 2000 (as amended).

## F. Recruitment and Selection

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees, making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this Policy.

3. Job descriptions, where used, will be revised to ensure that they are in line with this Policy. Job requirements will be reflected accurately in any personal specifications.

4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

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5. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job. Reasonable adjustments to job roles and responsibilities will be considered. Further, we recognise the work of the Harbour Project in supporting integration in the community so seek to encourage applications from refugees (with rights to work) for any posts (paid or volunteer).
6. Short-listing and interviewing will always be carried out by more than one person.
7. Interview questions will be related to the requirements of the job, will be consistent for each candidate interviewing for the same role and will not be of a discriminatory nature.
8. Selection decisions will not be influenced by any perceived prejudices of other staff.

## G. Monitoring

1. We will maintain and review the employment records of all employees in order to monitor the progress of this Policy.

Monitoring may involve:

- The collection and classification of information regarding ethnicity/national origin and sex of all applications and current employees, volunteers and trustees;
- The examination by ethnicity/national origin and sex of the distribution of employees (paid staff, volunteers and trustees) and the success rate of the applicants; and
- Recording recruitment, training and promotional records of all employees, volunteers and trustees, the decisions reached and the reason for those decisions.

2. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this Policy. Consideration will be given, if necessary, to adjusting this Policy to afford greater equality of opportunity to all applicants and staff.

This Policy, and the effectiveness of its implementation, will be reviewed annually by the Board of Trustees.