

## Equality and Diversity Policy

### Policy Data Sheet

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## Equality and Diversity Policy

### 1. Aim

Equality and diversity is at the heart of The Big Life group. Investing in a diverse staff team enables us to deliver better services and create more opportunities for the communities we work within. Equality is about creating a fairer society where everyone has the opportunity to fulfil their potential. Diversity is about recognising and valuing difference in its broadest sense

Everyone in Britain is protected by the Equality Act 2010. The “protected characteristics” under the Act are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

The aim of the Equality and Diversity Policy is to ensure that no person suffers discrimination or lack of opportunity based on the above characteristics, as well as their criminal record, HIV status, mental health or responsibility for dependants. The policy also aims to ensure that we prioritise creating opportunities for people whose full participation in society is limited by social or economic disadvantage.

The Big Life group values different perspectives people bring and believes by harnessing them we can make a greater impact. We will endeavour to ensure that the organisation reflects the diversity of the communities in which we work.

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## 2. Scope

This policy covers all areas of the Big Life groups work including: recruitment, service delivery, volunteering, work placements, employees, staff terms and conditions, training, HR policies and procedures. Failure to work within this policy could result in disciplinary action.

## 3. Roles and Responsibilities

All parties are required to work within this Equality and Diversity Policy. Specific responsibilities are below:

- Managers – are responsible for ensuring that services are designed and delivered to cater for the diverse needs of the communities in which we work; and that the staff recruited reflect the communities in which we work. They should ensure that their staff team understand the Equality and Diversity Policy and have completed the appropriate training. They should ensure diversity monitoring procedures are in place and operated within their service and staff team.
- Staff – are responsible for ensuring they work within this policy and undertake appropriate training.
- Executive Directors and Board – will ensure that the group's strategic direction responds to the diverse needs of the communities in which we work and that any operational plans take account of their impact on Equality and Diversity.

## 4. Recruitment

This policy should be read in conjunction with the Recruitment and Selection Policy. The Big Life group aims to ensure that we positively encourage applications from groups in the community who are traditionally discriminated against. We will add this statement to all job adverts:

'The Big Life group positively promotes diversity in the workforce'

We recognise the barriers to employment facing many of the people we work with. We will therefore offer a range of opportunities for people to volunteer or gain work experience within the group. We will enable

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volunteers and work placements to gain employment through offering internal recruitment opportunities whenever possible.

We will assess every person in their own right and will not automatically disbar anyone from employment due to a previous criminal conviction. The Recruitment and Selection Policy and Disclosure Policy will enable staff to make informed decisions which safely maximise participation for people with convictions.

## 5. Staff Terms and Conditions

We will offer flexible and supportive work arrangements to enable people to maximise their contribution at work. We will ensure that our policies and procedures take account of the diversity of our workforce. We have a range of policies including:

- Parental and Shared Parental Leave Policy
  - Maternity Paternity and Adoption
  - Special Leave
  - Flexible Working (for every employee after 26 weeks service)
  - Well Being Policy
- 
- We will review all policies regularly to ensure that our working policies reflect best practice and meet legislative requirements.

## 6. Staff Training

The Big Life group offers a range of training and will ensure that access to training is fair and equitable for all staff. We will ensure all staff complete a Mandatory Equality and Diversity training course and the groups Mission and Values training, to ensure they understand the importance of equality and diversity.

## 7. Harassment

A person harasses another if they engage in unwanted conduct which devalues or intimidates others on basis of their difference. It is important to remember that it is not the intention of the harasser but how the recipient perceives their behaviour, which determines whether harassment has occurred. The Big Life group will not tolerate harassment from any person, including staff, volunteers, and third parties including clients, customers, contractors, partner organisations and suppliers. Any staff member who is found to be harassing another person on these grounds will face disciplinary action.

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We will support staff to feel confident to challenge discrimination in all its forms. We will ensure that our workplaces prominently display our commitment to diversity and that discriminatory behaviour of any nature is not permitted.

## **8. Service Delivery**

The Big Life group gives priority to working with people who have the least access to traditional services and work opportunities. This means people whose participation in society is limited by economic or social disadvantage, or who have suffered discrimination.

Our reception teams and staff will be trained to provide a welcoming and confidential service which encourages use of our services.

When planning services and allocating resources, we will take account of the diverse needs of the people we are working with. We will carry out Equality Impact Assessments (see Appendix One), to ensure all needs are catered for wherever possible. This will mean considering child care needs, timings of services for people who work or have children at school, providing for worship times of different faiths, providing information in different formats and languages. We will develop tailored and unique services to meet specific needs where this is identified as a priority.

## **9. Environment**

We will ensure our buildings are accessible to people with physical disabilities, including ramped access, lifts, clear signage and induction loops. We will provide adaptations wherever possible to meet the specific needs of staff or clients.

## **10. Communications**

The Big Life group have a professional Communications Team who will work with each business to ensure that marketing materials, signage, and social media are relevant and accessible to the people we work with. Each staff team will, with support from the Communications Team ensure translations, interpreters, large print, and audio/visual materials are made available.

## **11. Monitoring and Continuous Improvement**

The Big Life group will monitor all recruitment applications, staff disciplinarys and internal promotions, to ensure that we do not

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discriminate intentionally or unintentionally against any one group and that we offer opportunities fairly.

The Big Life group will monitor the diversity of service users to ensure that we are reaching all the targeted communities we work with.

Annually we will review all diversity monitoring information and implement plans for improving our services, recruitment, training, environments, communication and resources to continue to strive to meet the needs of the communities in which we work. The Executive Team and Boards will ensure that these plans are incorporated into annual targets and five year business plans.

## **12. Associated Policies**

- Recruitment and Selection Policy
- Disclosure Policy
- Disciplinary
- Volunteer Policy
- Well Being
- Flexible Working
- Parental and Shared Parental Leave Policy
- Maternity, Paternity and Adoption
- Special Leave
- Promoting Attendance Policy
- Community Involvement Policy
- Whistle Blowing

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### 13. Appendices

## 1. Employee Monitoring Form

### The Big Life Company Employee Monitoring Information

**Please be assured that any information provided on this form is for organisational monitoring purposes only.**

**The information you provide will be used to produce organisational statistics. However, individual information will remain anonymous.**

**The information will kept on record by your line manager but will not be held on your personal file.**

**Please circle the most relevant answers:**

<b>Role in Organisation</b>	Exec Team Manager Supported Employment Placement	Leadership Team Team Member	
<b>Age</b>	Under 18 36-45 Over 65	18-25 46-55	26-35 56-65
<b>Gender</b>	Male	Female	Transgender
<b>Ethnic Origin</b>	<b>White</b> British                  Irish Other, please specify _____		
	<b>Asian or Asian British</b> Indian                  Pakistani                  Bangladeshi Other, please specify _____		
	<b>Black or Black British</b> Caribbean                  African Other, please specify _____		
	<b>Mixed</b>		

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White & Black Caribbean      White & Black African  
 White & Asian  
 Other, please specify \_\_\_\_\_

**Chinese**

**Other Ethnic Group**

Please specify \_\_\_\_\_

**Religion/Belief:** Please specify \_\_\_\_\_  
 Do not wish to answer

**Sexual Orientation:** Heterosexual      Lesbian      Gay  
 Bi-sexual  
 Do not wish to answer

**Do you have a physical or mental impairment, which has a substantial and adverse effect on your ability to carry out normal day to day activities?**  
 Yes      No      If yes, please specify \_\_\_\_\_

**Is English your first language?**  
 Yes      No      If no, please specify \_\_\_\_\_

**Childcare Responsibility**      Yes      No

**Carer Responsibility**      Yes      No

**Smoking**      Yes      No

**Do you live within a two mile radius of your workplace?**  
 Yes      No

**How do you travel to work?**      Car      Bicycle  
    Public Transport      Walk  
    Other \_\_\_\_\_

**Thank you for your time.**

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## 2. Team Monitoring Record Sheet

### Monitoring Record Sheet

**Team:**

**Total No. of Staff:**

<b>Categories</b>	<b>Team's Responses</b>
<b>Role</b>	
<b>Age</b>	
<b>Gender</b>	
<b>Ethnic Origin</b>	
<b>Religion/Belief</b>	
<b>Sexual Orientation</b>	
<b>Disability</b>	
<b>1<sup>st</sup> Language</b>	
<b>Childcare Responsibility</b>	
<b>Carer Responsibility</b>	
<b>Smoking</b>	
<b>Live Within 2Mile Radius</b>	
<b>Travel To Work</b>	

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### 3. Example of complete Team Mon Rec Sheet

#### Monitoring Record Sheet

**Team:** Imaginary Team

**Total No. of Staff:** 8

<b>Categories</b>	<b>Team's Responses</b>
<b>Role</b>	1 Exec Team, 2 Managers, 1 Team Members, 1 Supported Employment Placement
<b>Age</b>	5 26-35, 3 36-45
<b>Gender</b>	4 Male, 3 Female, 1 Transgender
<b>Ethnic Origin</b>	6 White - British, 1 Asian or Asian British - Indian, 1 Chinese
<b>Religion/Belief</b>	2 Catholic, 1 Hindu, 2 None, 3 Did not answer
<b>Sexual Orientation</b>	4 Heterosexual, 1 Gay, 1 Lesbian, 2 Did not answer
<b>Disability</b>	1 Hearing, 7 No
<b>1<sup>st</sup> Language</b>	6 English, 1 Indian, 1 Chinese
<b>Childcare Responsibility</b>	2 Yes, 6 No
<b>Carer Responsibility</b>	2 Yes, 6 No
<b>Smoking</b>	4 Yes, 4 No
<b>Live Within 2Mile Radius</b>	3 Yes, 5 No
<b>Travel To Work</b>	1 Car, 2 Bicycles, 3 Public Transport, 2 Walk

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## 4. Equality Impact Assessment Template

### Equality Impact Assessment Template

<b>Business Unit :</b>					
<b>Responsible Director:</b>					
<b>Lead Officer :</b>					
<b>Name of policy/function/project/service area to be assessed:</b>					
<b>Date of Assessment:</b>			<b>Person Responsible for Completing the Assessment:</b>		
			<b>Contact Details:</b>		
<b>Brief description of policy/function/service area to be assessed:</b>					
<b>Brief description of the anticipated outcomes of the proposal:</b>					
<p><b>1. Impact</b>  Summarise any positive impact(s) (benefits) or any negative impact(s) (i.e. potential for discrimination, disadvantage or disproportionate treatment) this proposal may have for people with protected characteristics, and the evidence you have taken into account to reach this conclusion:</p>					
Protected Characteristic	Impact			Explanation	Evidence
	Pos	Neg	Neu		
Age					
Disability					
Gender Reassignment (Transgender)					

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Sex (Gender),					
Race					
Religion/Belief					
Sexual Orientation (Lesbian, Gay and Bisexual)					
Pregnancy and Maternity					
Marriage and Civil Partnership					

**2. Consideration of Alternatives**

**Describe what actions will be taken to remove or minimise any potential negative effect identified above (attach evidence or provide link to appropriate data, reports etc):**

**3. Monitoring Arrangements**

**Briefly describe the monitoring arrangements/systems that will be put in place to monitor the effects of this proposal:**

**4. Publication**

**Where will this Equality Impact Assessment be Reported:  
Published:  
Date:**

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Proposed implementation date of project/proposal:

Recorded on SharePoint by :  
Date:

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