



The Create Centre, Smeaton Road, Bristol BS1 6XN
Registered charity no: 1098085

Equality and Diversity Policy

Principles

LGBT Bristol wholeheartedly supports the principles of equal opportunities and diversity, which sit at the heart of what we do and forms part of our core values as a charity, employer and service provider.

We value diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our service from as wide and diverse a pool of talent as possible. We will therefore actively engage in encouraging diversity across all our activities.

LGBT Bristol recognises that many people in our society experience discrimination and many also experience multiple discrimination. Discrimination is acting unfairly against a group or individual through for example, exclusion, verbal comment, denigration, harassment, victimisation and failure to appreciate needs or the assumption of such needs without consultation.

Discrimination can be direct or indirect (where there is a requirement or condition on all, but which has an adverse impact on a particular group and cannot be justified).

All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. Employees, volunteers, Management Committee members, Trustees and service users have a duty to co-operate with LGBT Bristol to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination. They should also draw the attention of their, line manager or a Trustee to suspected discriminatory acts or practices or cases of bullying or harassment.

Statement of Intent

LGBT Bristol aims to create an organisational culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to our organisation's performance and to develop an organisational culture that positively values diversity. In seeking to achieve this we will also consider appropriate positive action to redress such barriers. We are committed wherever practicable, to achieving and maintaining a workforce, management, membership and steering groups that broadly reflects the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated fairly in all aspects of their engagement with or employment at, LGBT Bristol.

Our aim is that the workforce and management will be truly representative of all sections of our society. Where under-representation has been identified, steps will be taken to ensure any opportunities in the organisation are advertised as widely as possible and in specialist media or with particular community groups as appropriate. Selection for employment or promotion or any other benefit will be on the basis of merit and ability only. Reasonable adjustments will be made as appropriate and positive action will be implemented when possible. All employees and volunteers will be encouraged to take up training opportunities. Intimidation, harassment and bullying will not be tolerated and may lead to disciplinary action.

LGBT Bristol will pro-actively challenge discrimination in its own policies and work. All governing documents, strategies and work will seek to exceed minimum requirements and meet good practice standards for an organisation of our type and size.

LGBT Bristol aims to provide equality and fairness for all members, job applicants, service users, employees, volunteers and management whether part or full time, fixed term or temporary irrespective of class, gender, marital or civil partnership status, pregnancy, race, ethnic origin, colour, nationality, national origin, religion or belief, disability, sexual orientation, gender reassignment or age.

Implementation

The management committee is responsible for the policy's day-to-day implementation, Consultation will take place with staff and/or any recognised trade union or external arbitration/representative, on the implementation and development of this policy. LGBT Bristol will draw up an Action Plan

detailing how it will deliver this policy and challenge discrimination in other policies.

It is the responsibility of Trustees and Management to monitor effectiveness and to review and develop this policy where necessary. Monitoring and review will take place annually.

Such monitoring will include equalities monitoring of the profile of all employees, volunteers and Management Committee members and also of service users where appropriate. This monitoring will feed into the review of the Action Plan.

Each employee, volunteer, consultant, trainer, facilitator and trustee is responsible for their own compliance with this policy. Breaches of the Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary action against employees in accordance with the Disciplinary and Grievance Procedures of LGBT Bristol, appropriate action against a member of the Management Committee, termination of contracts for services of consultants, trainers or facilitators and withdrawal of volunteer agreements.

Employees who feel they have been discriminated against should raise the matter with their line manager. Initially the employee and manager should aim to resolve the matter informally. It may be that the discriminatory action is unwitting and easily resolved once the problem is clear.

If they are dissatisfied with the outcome, the complaint is very serious, or their line manager is the cause of the complaint, then the employee should raise the matter in writing, as a formal grievance following the Disciplinary and Grievance Procedures.

LGBT Bristol will ensure that all new employees, volunteers and Management Committee members receive induction on this policy and any related action plan/s, and that consultants, trainers and facilitators are fully informed.

Appropriate training and guidance will be provided to develop equality and diversity. Adequate resources will be made available to fulfil the aims of this policy in line with the size and type of this organisation. The policy will be widely promoted and copies will be freely available. This policy along with all the other agreed policies will be publicly available on the LGBT website.

Responsibility for the review and implementation of this policy rests with the Management Committee.

Agreed and Adopted

Signed:

Name:

Position:

Date:

Agreed by Email February 2013
(To be signed off by chair on 25th April 2013)

Review Date : March 2016

Appendix 1

Making Diversity Work

Equality and diversity is actively considered in all the work we do. In this way, we ensure that we are aware of possible discrimination so we can actively work to counter this at both board and staff levels. We will therefore monitor progress towards achieving the principles stated in this policy and evaluate its impact across all our activities.

All members of staff, volunteers and management are individually responsible:

For ensuring that they treat their colleagues and service users with respect,
For valuing the richness of experience and perspective that the diversity of staff, volunteers, members and trustees bring to LGBT Bristol.

Actions

We will implement and adhere to these actions and principles in all areas of our operation.

1 As a membership body

1. We will take on a leadership role within our remit/s to promote equality and diversity, working with organisations to develop action plans to raise awareness and participation, and further engage people facing barriers, discrimination and exclusion.

2 As an employer of paid and unpaid individuals:

1. In recruiting and selecting staff, volunteers and board members, we will act to implement this policy, recruiting to reflect the diversity of communities.
2. We will provide training for staff, volunteers and management to promote a thorough understanding of and respect for equality and diversity.
3. We will advertise all vacancies broadly and pro-actively and endeavour to reach under-represented groups.
4. Selection criteria will be reviewed at each vacancy to ensure they only include essential skills for the position.
5. We will work to be as flexible in supporting the needs of staff, volunteers and management as far as is feasible for an organisation of our size and type, e.g. career breaks, flexible working, provision of training.
6. We will actively support staff, volunteers and management in learning about diversity and equal opportunities.

7. We will not accept discrimination against or harassment of staff, volunteers, management and service users. This may be dealt with as an individual complaint, disciplinary matter or grievance, or as an organisation culture issue.

3 As an Organisation:

1. All members of staff, including management and volunteers, will work towards ensuring non-discrimination in all aspects of our work.
2. We will work to ensure diversity issues are understood and are actively and appropriately responded to by members and partner agencies.
3. In planning events we will ensure the programme reflects the concerns of relevant diverse communities with an interest in the topic/s and will act to remove barriers to participation.

4 As a representative body in shaping policy:

1. We will actively campaign for and promote models of good practice across our networks and relevant sectors.
2. We will not tolerate any attempts to use our campaigns or name to oppress other equalities communities.

5 As a deliverer of projects and programmes:

1. We will seek out agencies with specific knowledge and skills of the barriers, discrimination and inequality faced by excluded groups, and will work in partnership with those agencies to test and promote new means of combating discrimination and inequality.
2. We will actively seek to identify areas of particular discrimination and develop strategies, projects or programmes of work to address the causes and/or issues arising as appropriate.

Equality Act 2010**Protected characteristics:**

- Age
- Disability
- Gender (Sex)
- Gender reassignment (Transgender)
- Marriage and Civil Partnership
- Pregnancy and maternity
- Race (Ethnicity)
- Religion and Belief
- Sexual orientation

Prohibited conduct:

- Direct discrimination
- Indirect discrimination
- Discrimination arising from disability
- Harassment
- Victimisation
- Failure to make reasonable adjustments

Rehabilitation of Offenders Act 1974

Ex-offenders have certain employment rights if their convictions become spent, including not having to declare spent convictions and protecting them against dismissal or exclusion (with certain exceptions such as for those working with children).

Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

The regulations aim to ensure that part-time workers are not treated less favourably than comparable full-time workers, including having the same rates of pay and pro-rata holiday entitlement.

Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The regulations aim to ensure that employees on fixed-term contracts are treated no less favourable than comparable permanent employees, including having the same terms and conditions of employment.

Direct Discrimination is when you treat someone less favourably than others for unlawful means, for example not employing someone because of their gender or disability.

Indirect Discrimination is when an employer has a policy, practice or procedure that applies to everyone but might disadvantage a particular group, and which cannot be justified in relation to the job.

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive working environment.

Victimisation is when you treat someone less favourably or discriminate against them because they have pursued or intend to pursue their rights relating to alleged discrimination.

Positive Discrimination is unlawful.

Positive Action to address imbalances in the workforce is allowed, in particular circumstances. Examples would include setting equality targets (but not quotas which are unlawful); encouraging people from particular groups to apply where they are under-represented; training for promotion or skill training for employees from under-represented groups who show potential; where two applicants for a position are considered of equal merit and one is from an equality group under-represented in LGBT Bristol the organisation will implement Positive Action.

Reasonable adjustments Equality law recognises that bringing about equality for disabled people may mean changing the way in which employment is structured, the removal of physical barriers and/or providing extra support for a disabled worker. This is the duty to make reasonable adjustments. The duty to make reasonable adjustments aims to make sure that, as far as is reasonable, a disabled worker has the same access to everything that is involved in doing and keeping a job as a non-disabled person.