

Equality, Diversity and Inclusion Policy

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Statement of Intent

Derbyshire Mind believe that all people have the right to be treated fairly and with respect. We aim for our workforce to be truly representative of the diverse communities we serve, and for our services to be accessible to all.

Derbyshire Mind recognise that equal opportunities does not mean treating everybody the same, but recognising people's differences and adapting the way we work in order to promote a person-centred approach, respecting each individual.

We are committed to eliminating unlawful discrimination in every aspect of our work. We will not tolerate discrimination on the grounds of the following areas as set out in the Equality Act 2010:

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

These are called protected characteristics. The Equality Act 2010 defines the types of discrimination as follows:

- **Direct discrimination:** Treating someone with a protected characteristic less favourably than others.
- **Indirect discrimination:** Putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage.
- **Harassment:** Unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them.
- **Victimisation:** Treating someone unfairly because they have complained about discrimination or harassment.

Derbyshire Mind is committed to providing a positive environment in which people are treated with dignity, respect and courtesy and where discrimination, bullying, harassment and intimidation, are acknowledged as unacceptable and will not be tolerated.

Derbyshire Mind will act in accordance with all relevant legislation, including the Equality Act 2010 and associated legislation. We will ensure that all employees, volunteers and service users are aware of our Equality and Diversity policy.

Scope

This policy applies to all Derbyshire Mind staff, volunteers and service users, as well as applicants for paid and volunteer roles.

Responsibility

The Board of Trustees have overall responsibility for this policy. However, it is the responsibility of all volunteers and employees to implement the policy. Everyone involved with Derbyshire Mind has a responsibility to do all they can to ensure that it works in practice.

Managers are responsible for ensuring that their staff and volunteers receive relevant training.

Implementation of the Policy

The Chief Executive and management team will ensure that operational systems and resources are put in place to implement this policy. This will include the following four areas:

a) Services

Derbyshire Mind will aim to ensure that all our services are free from discrimination and are fully accessible to all. We will achieve this by:

- Providing services which are flexible and responsive to the changing needs of the community.
- Creating accessible environments, within the limitations of the buildings we operate from, in which all individuals can feel welcome and are treated with respect.
- Taking steps to ensure that under represented or disadvantaged groups are able to access the services we deliver.
- Taking into account any specific needs people may have and accommodating them where we can. Where necessary we will use specialist support services, such as translators.
- Making information on services widely available, in appropriate formats, and where necessary targeted at groups which are under-utilising Derbyshire Mind's services, to ensure maximum awareness of provision and increased take-up.
- Reviewing and monitoring service delivery and service user feedback, at regular intervals, to identify areas for improvement.
- Developing services in consultation with service users and other stakeholders. We will seek to include marginalised groups, particularly service users, in decision making, policy development and development of services.
- Developing positive action programmes to target and address the needs of groups that are not accessing Derbyshire Mind's services.
- Working with other organisations to publicise and extend our services.

b) Recruitment and Selection

Derbyshire Mind are committed to fair and open recruitment and selection processes. Our Recruitment and Selection Policy and Procedures document outlines how we will achieve this.

Derbyshire Mind recognise our responsibility under the Equality Act 2010 and associated legislation to ensure that we do not discriminate against any individuals or group. We are committed to implementing best practice when recruiting to vacancies within the organisation.

The principle of equal opportunities shall apply to the recruitment of volunteers, in line with the procedures set out in the Volunteer Policy.

c) Employment Practices

Derbyshire Mind is committed to promoting equality and diversity in the workplace, and to creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

All employees, whether part-time, full-time, or temporary, will be treated equally, fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be supported and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Derbyshire Mind will:

- Operate fair and rigorous recruitment and selection procedures.
- Recruit in open competition unless there is a legitimate business case not to.
- Monitor recruitment data and periodically audit the make-up of the workforce, to include information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability.
- Undertake staff surveys and put action plans into practice.
- Ensure fair grievance and disciplinary procedures are in place, and that staff are aware of when and how to use them.
- Periodically review terms and conditions of employment, policies, and procedures to ensure there is no unfair bias and to take account of changes in the law.
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.
- Issue a staff handbook to all staff, which contains a specific equal opportunities policy in relation to their employment.
- Provide volunteers and trustees with their own handbook, agreements and procedures to support them in relation to equal opportunities.

d) Training

All new staff and volunteers will be provided with a thorough induction into the organisation. As part of this they will be made aware of Derbyshire Mind's Equality and Diversity Policy, and their rights and responsibilities within it.

Equality and diversity training is mandatory for all staff and volunteers, and will be refreshed every three years.

All staff and volunteers involved in selection and recruitment within the organisation will be given adequate and appropriate training in the relevant policies and procedures.

Concerns or Complaints

It is important that people feel able to recognise, challenge, and where necessary, complain about discrimination, bullying and harassment should it arise. They should be able to do this with confidence that their concerns will be investigated fairly and appropriately.

If anyone feels that they have been discriminated against in any way by Derbyshire Mind they are entitled to pursue the matter as a formal complaint. All instances or complaints of a discriminatory nature will be treated seriously. The Derbyshire Mind Complaints Policy and Procedures outline the process for this.

Disciplinary and Grievance Procedures

It will be made clear to all employees that discrimination, abuse or harassment on the grounds of all protected characteristics – if proven – is an offence. Further information on Derbyshire Mind's Disciplinary and Grievance procedures are set out in the staff handbook.

If an employee or volunteer believes they have been unfairly treated or harassed on any of the grounds covered in this policy, they should alert their line manager or a member of the management team and, if appropriate, use the Grievance Procedure.

Monitoring and Review

This policy will be reviewed every two years by the management team and Governance Committee, before ratification by the Board of Trustees.

The management team will provide monitoring information to the Board of Trustees, at least on an annual basis, including through the Monitoring Dashboard.



Related Policies and Legislation

Derbyshire Mind Staff Handbook
Derbyshire Mind Volunteer Handbook
Derbyshire Mind Volunteer Policy
Derbyshire Mind Compliments, Comments and Complaints Policy
Derbyshire Mind Recruitment and Selection Policy
Race Relations Act 1976
Human Rights Act 1998
Commission for Racial Equality Code of Practice
Equality Act 2010
Rehabilitation of Offenders Act 1974
Employment Equality (Age) Regulations 2006
Employment Equality (Sexual Orientation) Regulations 2003 and Sexual Orientation Regulations 2007
Employment Equality (Religion or Belief) Regulations 2003