**Barmoor Hub - Equality and Diversity Policy**

1. **Equality and Diversity Statement**

Barmoor Hub is committed to promoting equality and diversity and will take steps to challenge discrimination, harassment and victimisation in everything we do.

This policy applies to all Barmoor Hub Trustees, volunteers and staff. It also applies to our interactions with users, members, partners, stakeholders and suppliers,

 **2. Principles**

The Trustees, volunteers and staff will work to ensure we meet the needs of all the communities within our catchment area and are equally accessible to everyone.

We recognise that certain individuals and groups of people are subject to discrimination and unfair and unequal treatment on the grounds of their personal and social characteristics.

Barmoor Hub therefore aims to ensure that no organisation, group or individual to whom we provide services, job/volunteer applicants, staff/volunteers or trustees, will be disrespectfully treated or discriminated against by us on any condition or requirement that cannot be shown to be justified including but not limited to the ine protected characteristics defined in the Equality Act 2010.

* Age
* Disability
* Gender Identity
* Marriage and Civil Partnership
* Pregnancy and Maternity
* Race including nationality, colour and ethnic or national origins
* Religion or belief
* Sex
* Sexual orientation

Plus

* Caring responsibilities
* Political belief, unless those beliefs discriminate against others
* Class
* Employment status
* Personal appearance
* HIV status
* Trade Union activity
* Unrelated criminal convictions

Barmoor Hub regards unfair discrimination as unacceptable and will promote equality and diversity with trustees, volunteers and staff through a programme of training, support and monitoring.

The Trustees will fully involve and consult with volunteers, staff and users in developing and reviewing our equality and diversity policy and ensure that any new policies, strategies and services are checked against this policy.

Barmoor Hub will ensure that the organisations we work with are aware of our equality and diversity policy and will encourage them to adopt similar policies.

Equality and diversity is incorporated into all of the Barmoor Hub Policies and Procedures.

Barmoor Hub has a number of policies and procedures in place to challenge inappropriate behaviour by trustees, volunteers and staff and include:

* Barmoor Hub Code of Conduct
* Barmoor Hub Disciplinary Procedures
* Barmoor Hub Bullying and Harassment Policy
* Barmoor Hub Volunteer Policy
* Barmoor Hub Privacy Policy
* Barmoor Hub Health and Safety Policy
* Barmoor Hub Safeguarding policy

**Need to consider what we have and what we want**

 **3. Aims**

This policy aims to:

* Ensure all trustees, volunteers and staff are aware of our responsibility to comply with relevant equal opportunities and anti-discriminatory legislation and with the spirit of the Human Rights Act.
* Ensure other policies and procedures prevent unlawful discrimination, harassment and victimisation, and promote equality and diversity in Barmoor Hub.
* Promote and ensure equality and diversity in the delivery of services.

 **4. Implementation**

Barmoor Hub will ensure that all trustees, volunteers and staff are aware of our responsibilities under the law and this policy by:

* Actively promoting equality and diversity in all areas of Barmoor Hub’s work. This will include raising awareness of the policy through the induction process of trustees, volunteers and staff, within any recruitment processes and within the programme of activities.
* Require all trustees, volunteers and staff to attend equality and diversity training as arranged by Barmoor Hub.
* Barmoor trustees, volunteers and staff will be made aware at their induction that inappropriate behaviour will not be tolerated and will be dealt with in line with the Barmoor Hub Code of Conduct and Disciplinary Procedure.

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 **5. Barmoor Hub structure and responsibilities for equality and diversity**

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| **Group** | **Responsibilities** |
| Barmoor Hub Trustees | Review the Equality and Diversity Policy yearly.Set Equality and Diversity objectives annually.Discuss Equality and Diversity issues at the bi-monthly meetings.Ensure volunteers and staff are aware of their responsibilities.Arrange Equality and Diversity Training as required.Ensure recruitment is carried out fairly and in line with Barmoor Hub recruitment guidelines.Tackle any inappropriate behaviour through the Barmoor Hub policies and procedures |
| Barmoor Hub Volunteers and Staff | Everyone is responsible for identifying and attending equality and diversity training and events.Everyone is responsible for challenging and reporting inappropriate behaviour. |

 **6. Monitoring and review**

Monitoring and review

The equality and diversity policy and any actions arising from changes in legislation and the promotion of good practice will be monitored and reviewed by the Barmoor management structure as above.

Barmoor Hub will make sure that all information gathered is handled in line with the Barmoor Hub Confidentiality and Data Protection Policies.

**7. Keeping volunteers and staff up to date with changes to equality and diversity legislation**

Barmoor Hub will keep volunteers and staff up to date with changes to equality and diversity legislation by circulating information through the volunteer bi-monthly meeting, displaying posters and leaflets and organising training.

Barmoor Hub receives updates from Emails sent by NCVS, Charities Commission and Gateshead Council.

 **8. Challenging and reporting inappropriate behaviour**

Barmoor Hub is committed to promoting equality and diversity and will take steps to challenge discrimination, harassment and victimisation in everything we do.

All Trustees, volunteers and staff are responsible for challenging and reporting inappropriate behaviour in line with the Barmoor Hub Equality and Diversity Policy.

If any volunteer or member of staff wants to challenge inappropriate behaviour they can in the first instance discuss it with:

* A line manager
* A trustee

Depending on the nature of the incident Barmoor Hub has a number of ways to raise an issue. The following policies and procedures are in place to challenge inappropriate behaviour by trustees, volunteers and staff and include:

* Barmoor Hub Code of Conduct
* Barmoor Hub Disciplinary Procedures
* Barmoor Hub Bullying and Harassment Policy
* Barmoor Hub Volunteer Policy
* Barmoor Hub Recruitment Guidelines
* Barmoor Hub Confidentiality Policy
* Barmoor Hub Data Protection Policy

 **9. Recruitment, selection and employment**

Barmoor Hub recruitment guidelines aim to ensure that unfair direct or indirect discrimination or discrimination by association does not occur in our recruitment, selection or employment of trustees, volunteers or staff.

The recruitment guidelines aim to ensure:

* That no applicant is discriminated against either intentionally or unintentionally, or receives less favourable treatment on the grounds of personal or social characteristics.
* That no applicant is placed at a disadvantage by requirements or conditions which have a disproportionately adverse effect on people in their personal or social characteristic and which cannot be shown to be justifiable on other grounds.

All trustees with responsibility for recruitment and selection are required to operate within the recruitment and selection guidelines.

It is our policy to provide to make sure all trustees involved in the recruitment and selection process are fully aware of equality and diversity issues and carry out their responsibilities according to the guidelines.

Barmoor Hub needs to be sensitive to cultural and religious beliefs. Any specific needs any volunteer/member of staff might have regarding cultural/religious beliefs should be discussed with the appropriate person who should use their discretion or seek support from other trustees.

 **10. Programme of activities**

Barmoor Hub is committed to equality and diversity for everyone using the centre and strives to make sure that all activities are accessible as far as is possible and reasonable given our limited resources.

 **11. Comments, suggestions and complaints**

If Barmoor Hub trustees, volunteers or staff are concerned about any equality issue, it should be raised with a member of the trustees. This will be dealt with informally, through the grievance policy or other policies as appropriate.

If a user of the centre feels we are not providing a programme of activities in line with this policy or have been treated unfairly in any way, they should speak to a member of the trustees.

**Need to set up a complaints procedures policy**

 **12. Relevant equality legislation**

Barmoor Hub recognises its responsibilities under the following pieces of legislation plus any new or updated legislation that combats discrimination and promotes equality and diversity.

* Equality Act 2010
* The Equality Act (Sexual Orientation) Regulations 2007
* The Equality Act 2006
* Work and Families Act 2006
* Employment Act 2002
* Employment Rights Act 1996

**Appendix 1 - Glossary**

Sources – Equality Act 2010 guidance from service providers and for employers produced by Equality and Human Rights Commission July 2010

**Age** – this refers to a person belonging to a particular age group, which can mean people of the same age (eg 32 – year- olds) or range of ages (eg 18 – 30 years old, or people over 50).

Direct Discrimination – less favourable treatment of a person compared with another person because of a protected characteristic.

**Discrimination by association** – this refers to discrimination against a person who does not have a protected characteristic but because of their association with someone who has a protected characteristic.

**Disability** – a person has a disability if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out normal day-to-day activities.

**Diversity**- diversity is about recognising, valuing and taking account of people’s different backgrounds, knowledge, skills and experiences, and encouraging and using those differences to create a productive and effective workforce.

**Gender reassignment** – the process of changing or transitioning from one gender to another.

**Harassment** – unwanted behaviour that has the purpose or effect of violating a person’s dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.

**Indirect discrimination** – the use of an apparently neutral practice, provision or criterion which puts people in a particular protected characteristic at a disadvantage compared with others who do not share that characteristic, and applying the practice, provision or criterion cannot be objectively justified.

**Liability** – employers have a legal liability for any act of discrimination (including harassment) carried out by their employees unless the employer can show that they have taken all reasonably practicable steps to prevent it.

**Marriage and civil partnership** – marriage is defined as a ‘union between a man and a woman’ or a same-sex couple. Same-sex couples can also have their relationships legally recognised as ‘civil partnerships’. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act)

**Occupational requirement** – where having a protected characteristic is and occupational requirement, certain jobs can be reserved for people with that protected characteristic (eg women support workers in women’s refuses: Ministers of Religion)

**Pregnancy and maternity** – pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

**Protected characteristics** – these are the grounds upon which discrimination is unlawful. The characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**Race** – refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, nationality (including citizenship), ethnic or national origins.

**Religion or belief** – religion has the meaning usually given to it but belief includes religious and philosophical believes including lack of belief (eg atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

**Sex (or gender)** – this is a protected characteristic. It refers to whether a person is a man or a woman (of any age).

**Trade unions** – these are organisations formed to represent workers’ rights and interests to their employers, for example in order to improve working conditions, wages or benefits. They also advocate more widely on behalf of their members’ interests and make recommendations to government, industry bodies and other policy makers.

**Transsexual** – refers to a person who has the protected characteristic of gender reassignment. This may be a woman who has transitioned or is transitioning to be a man, or a man who has transitioned or is transitioning to be a woman. The law does not require a person to undergo a medical procedure to be recognised as a transsexual person.

**Victimisation** – subjecting a person to a detriment because they have done a protected act or there is a belief that they have done a protected act i.e. bringing proceedings under the Equality Act; giving evidence or information in connection with the proceedings under the Act; doing any other thing for the purposes or in connection with the Act; making an allegation that a person has contravened the Act.