



Equality, Diversity and Inclusion Policy

1. Introduction

The Jack Hazeldine Foundation is wholeheartedly committed to the principle of equality, diversity and inclusion, both in its capacity as an employer and as a provider of services to others. The organisation is determined to make all efforts to prevent discrimination or unfair treatment against, and promote equality of opportunity for all members of staff, volunteers, sub contractors or users of its services on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, sexual orientation, responsibilities for dependants or offending background. The organisation is opposed to discriminatory attitudes, and is committed to translating this into all aspects of its everyday work.

The Jack Hazeldine Foundation recognises that specific and positive programmes of action are necessary to ensure that the aims of its equality, diversity and inclusion policy are achieved. We recognise, however, that progress requires the participation and commitment of all our staff to the policy, as well as the development of these procedures and structures.

It is the responsibility of every member of staff to apply The Jack Hazeldine Foundation Equality, Diversity and Inclusion policy in the workplace. Its application is also required from people who work with The Jack Hazeldine Foundation. This Policy Statement sets out the organisational framework within which all employees of the organisation must work and where appropriate the areas where detailed organisational policy statements and related procedures apply.

2. Principles Underlying Our Approach to Equality, Diversity & Inclusion

- Young people have the right to be respected for who they are, not just for what they do.
- Without a diverse group of staff and volunteers, we cannot positively promote young people's self worth, individuality and potential.
- Diversity among our staff and volunteers is necessary to ensure multiple perspectives, creativity and innovation in organisational problem solving.
- All staff, Directors and volunteers share a responsibility for the culture of the organisation, with managers in particular being responsible for acting as role models and taking steps to provide environments that are safe, non discriminatory, free from harassment and protects the dignity of all.
- We acknowledge and embrace the moral, ethical, legal and business cases for equality, diversity and inclusion.

- Equality, diversity and inclusion permeates everything we do and is integral to all our policies and procedures.

3. Policy Objectives

The overarching objectives of The Jack Hazeldine Foundation equality, diversity and inclusion policies are:

- To have equality and diversity integrated into all parts of The Jack Hazeldine Foundation planning, qualifications, standard setting, monitoring and evaluation.
- To ensure as far as possible that the diversity of the organisation is appropriate to the communities we serve.
- To ensure that all workers are empowered to respond positively and appropriately to issues of equality, diversity and inclusion.
- To eliminate all forms of unlawful discrimination, harassment and victimisation.
- To ensure that all our policies and procedures are assessed to take into account any detrimental impact on equality, diversity and inclusion and/or opportunities to promote equality, diversity and inclusion.
- To take all necessary steps to remove organisational barriers to equality, diversity and inclusion where it is practicable and legal to do so in order to ensure full participation of communities and sections of society.
- To ensure that the diversity of all people on our programmes is respected and their needs integrated and issues of equality and diversity mainstreamed into day to day operational performance and planning.
- To ensure any materials, advertisements and other literature produced by The Jack Hazeldine Foundation are reviewed and are deemed appropriate according to our principles within the Equality, Diversity and Inclusion policy.

4. Scope

This policy covers all those who work at The Jack Hazeldine Foundation including Directors, employees, freelancers, consultants and volunteers. It also covers all 'customers' of the organisation.

5. Other Relevant Policies

This policy statement is supported by detailed policies in the following areas:

Safeguarding and Child Protection Policy
Health and Safety

6. Definitions

For the purposes of this policy the following definitions apply (over):

- Matters of "Equality, Diversity and personal difference" covers race, gender,

disability, gender, national and ethnic origin, marital status, family responsibility, sexual orientation, age, religion, religious belief or profound philosophical belief, and persons with a criminal record that do not pose a risk to the young people in the organisation. It also covers other matters of personal difference that may cause an individual to be unfairly and negatively judged and categorised in relation to their competence and/or suitability for a particular role and/or occupation. It is impossible to give a definitive list of such matters but they may generally be regarded as prejudices related to personal appearance, presentation and perceptions of economic/social status.

- Direct discrimination is considered to take place when a person is treated less favourably because of a protected characteristic they have.
- Indirect discrimination occurs when a condition, rule, policy or practice that an organisation has in place disadvantages people who share a protected characteristic - even if the condition, rule, policy or practice is applied to everyone.
- Discrimination arising from Disability occurs when a disabled person is treated unfavourably because of something connected with their disability and the unfavourable treatment cannot be justified.
- Associative discrimination occurs when a person is treated less favourably than another person because they associate with another person who possesses a protected characteristic.
- Victimisation occurs when someone is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act or this policy.
- Perceptive discrimination occurs when a person is treated less favourably than another person because others think they possesses a protected characteristic – even if the person does not actually possess that characteristic.
- Harassment is unwanted conduct related to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
- Third party harassment is when an employee faces unwanted conduct related to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual by people who are not employees of the organisation.
- Institutional racism takes place within organisations and is often unwitting in character. It refers to the culture of organisations, as well as the processes and procedures. The culture can be alienating, oppressive and discriminatory to minority groups.
- Disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

7. Legislation

While The Jack Hazeldine Foundation is committed to equality, diversity and inclusion as an ethical business the organisation also recognises its legal responsibilities. A full list of the legislation that our policies ensure compliance with, and that we take account of in service delivery, is at Appendix A.

8. Communication

Communication of this policy and any amendments or additions to it will be made by various means but primarily via:

- Induction Procedures for staff and learners on all programmes
- Training (including mandatory training for all employees and volunteers)

9. External Marketing and Publicity

All The Jack Hazeldine Foundation publicity materials will reflect the aims and principles of the Diversity, Equality and Inclusion policy. The language and concepts contained in all organisational documents and formal communication will be consistent with this policy.

The Organisation's general publicity material will be anti-discriminatory and efforts will always be made to review material to ensure that it is not unintentionally discriminatory and does not reinforce negative images of people and groups identified in this policy.

Sexist, racist and other discriminatory language will not be used. Language, whether written or verbal, will not identify jobs with a particular gender, and gender linked words will be avoided. Discriminatory jibes or disparaging terms for particular groups will not be acceptable; neither will colloquial language which may be perceived as disparaging by the recipient.

All relevant publicity will state that 2nd Chance operates a policy of encouraging, enabling and ensuring Equality, Diversity and Inclusion for all.

10. Monitoring and Action Planning

The Jack Hazeldine Foundation has developed a Standard for Equality to enable the organisation to monitor and measure performance in all key areas of equality and diversity across the whole organisation. This standard is used to guide action planning at an organisational level. In addition each operational directorate is required to complete an Equality and Diversity Action Plan, both to ensure implementation of the organisational plan, plan and implement impact assessments, and to address local issues.

Both the organisational and Directorate action plans are underpinned by regular core monitoring data that measures workforce and service user composition. This data is temporarily supplemented where it is appropriate to do so, to carry out

specific impact assessments and to measure the success of particular elements of the relevant action plans.

11. Inclusion and Access

Access to premises and the design of building interiors will always be considered when new properties are acquired with a view to ensuring that all users of buildings are able to enjoy use of facilities and, in accordance with the limits of legal requirements, that no person is prevented from accessing services or employment by reason of disability or other form of personal difference.

12. Management

Detailed responsibilities are set out within each specific policy. At an organisational level accountability for action planning, policy and implementation rests with the Managing Director of The Jack Hazeldine Foundation who monitors progress and reviews local action planning.

Appendix A

Equal Opportunity & Diversity – Relevant Legislation

- The Equality Act 2010, including The Public Sector Equality Duty
- Human Rights Act 1998
- Public Interest Disclosure Act 1998 (Whistleblowers)
- Communications Act 2003
- Malicious Communications Act 1988 and Obscene Publications Act 1959
- Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997
- Maternity & Parental Leave Regulations 1999 Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Regulations made under the Employment Act 2002 relating to rights in respect of maternity, paternity, adoption and flexible working.
- Welsh Language Act 1993

The Jack Hazeldine Foundation is also committed to abiding by the relevant Codes of Practice.

Policy last reviewed: 31st August 2019.....

Next review date: 31st August 2020.....