

EQUALITY POLICY

POLICY STATEMENT

1. The Promise recognises that discrimination and victimisation is unacceptable and that it is in the interests of the charity and its employees, volunteers and trustees to utilise the skills of the total workforce. It is the aim of The Promise to ensure that no employee, volunteer, trustee or applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (or any other **protected characteristics**).
2. Our aim is to be truly representative of all sections of society and ensure each employee, volunteer and trustee feels respected and able to give their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all working with The Promise in any capacity.
4. All employees, volunteers or trustees whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees, volunteers and trustees will be helped and encouraged to develop their full potential and their talents and resources will be fully utilised to maximise the efficiency of the organisation.
5. Employees, volunteers and trustees will not discriminate directly or indirectly, or harass colleagues or service users because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of charity's services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all are recognised and valued.
- To ensure all working environments promote dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all.
- To promote equality for all.
- We will review all our employment practices as required to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by the board of trustees.
- The policy will be monitored and reviewed regularly.

RESPONSIBILITIES OF THE DIRECTOR

7. Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the director. The director will ensure that they and all personnel working with The Promise operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination.

8. The Director will ensure that:
- all employees, volunteers and trustees are aware of this policy and the arrangements, and the reasons for the policy;
 - grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
 - proper records are maintained.

RESPONSIBILITIES OF STAFF, VOLUNTEERS & TRUSTEES

9. Responsibility for ensuring that there is no unlawful discrimination rests with all staff, volunteers and trustees. The attitudes of all personnel are crucial to the successful operation of fair employment practices. In particular, everyone should:
- comply with the policy and arrangements;
 - not discriminate in their day to day activities or induce others to do so;
 - not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
 - ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
 - inform the director if they become aware of any discriminatory practice.

THIRD PARTIES

10. Third-party harassment occurs where an employee of ThePromise is harassed, and the harassment is related to a protected characteristic, by third parties such as external colleagues or relatives of children we are working with. ThePromise will not tolerate such actions against its staff, and the employee concerned should inform the director at once that this has occurred. ThePromise will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

RELATED POLICIES AND ARRANGEMENTS

11. All employment policies and arrangements have a bearing on equality of opportunity. ThePromise's policies will be reviewed regularly and any identified discriminatory elements removed.

RIGHTS OF DISABLED PEOPLE

12. ThePromise attaches particular importance to the needs of disabled people.
13. Under the terms of this policy, ThePromise are required to:
- make reasonable adjustment to maintain the services of an employee, volunteer or trustee who becomes disabled, for example, training, provision of special equipment, reduced working hours. ThePromise will seek advice and guidance from external agencies where appropriate to maintain disabled people in employment;
 - include disabled people in training/development programmes;
 - give full and proper consideration to disabled people who apply for roles, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the role.

EQUALITY TRAINING

14. Training will be provided as required on this policy and the associated arrangements.

MONITORING

15. The Promise deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole.
16. Due to the small size and low recruitment activities of The Promise it is not deemed necessary at this time to implement routine monitoring processes or equality impact assessments. If this situation changes this will be reviewed.

GRIEVANCES/DISCIPLINE

17. Employees, volunteers and trustees have a right to pursue a complaint concerning discrimination or victimisation and should contact the Director or Chair of Trustees regarding the process for this.
18. Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the relevant procedures.

REVIEW

19. The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Director and board of trustees.