



The Bolton Woods Centre
Equality and Diversity Policy
01/07/2024

BWC Equality and Diversity Policy

- 1.1 The Bolton Woods Centre (BWC) aims to promote equality and diversity as an employer and seeks to ensure that equality and diversity principles underpin all areas of the organisations work and service provision.
- 1.2 BWC recognises that many people and groups suffer discrimination and face serious barriers when trying to fulfil their full potential. It also recognises that not all forms of unreasonable and unfair discrimination are the subject of legislation. It is the aim of this organisation to take positive steps to redress discrimination are the subject of legislation. It is the aim of this organisation to take positive steps to redress discrimination, to improve equality of opportunity and to combat any unreasonable or unfair treatment which places people at a disadvantage for any reasons not directly related to their ability to undertake their role or their eligibility to receive services from us.
- 1.3 In most cases it is unlawful to discriminate against people on the grounds of gender, pregnancy, race, colour, nationality, ethnic and national origin, sexuality/sexual orientation, religion or belief, age or because they are disabled, married, a member of a trade union, work part time or on a fixed-term contract. However, we do recognise that people may experience discrimination for many additional social, educational and economic reasons such as language, health, physical or mental disability, HIV status, caring responsibilities, trade union activity, where they live, how they speak and whether they work flexibly. This policy will apply equally to all these circumstances.
- 1.4 BWC will not tolerate discrimination, harassment, bullying, victimisation, or abuse of people who are members of staff or of people connected with any service provided.

Section 2 Management Issues and Delivery Mechanisms.

2.1 BWC Board of Trustees has ultimate responsibility for the equality and diversity policy. It is however, the responsibility of the Manager to implement, monitor and evaluate the equality and diversity policy in terms of employment practice and service delivery. The Manager is also under duty to ensure the Board is regularly kept informed of the policy's implementation and the implications of the any decisions undertaken at Board level.

2.2.1 All employees and Board members will be informed that an equality and diversity policy is in operation and that they are bound to comply with its requirements. The policy will also be drawn to the attention of funding agencies, job applicants and those using the range of service BWC manage and delivery.

2.3 The Equality and Diversity statement will be visible to staff and visitors.

2.4 BWC grievance and disciplinary procedures will be used to deal with any complaints about discrimination, harassment or bullying involving staff.

Complaints from people using the service will be dealt with via a separate complaint's procedure.

2.5 It is expected that when staff or Trustee represent BWC on committees of other agencies they will endeavour to ensure that equality and diversity principles and practices are adopted by those agencies.

Section 3 Employment Practices

3.1 BWC aims to promote equality and diversity as an employer and to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable within the context of the policy.

3.2 BWC regards discrimination, harassment, abuse, victimisation or bullying of staff, clients or of others in the course of work as disciplinary offences that could be regarded as gross misconduct. Condoning behaviour could also be treated as a disciplinary offence. As well as disciplining the perpetrator(s) we will give appropriate support to people who complain of harassment of themselves or others.

3.3 Selection, recruitment, training, promotion and employment practices generally will be subject to regular review to ensure that they comply with this policy. In particular, selection and recruitment procedures should be reviewed no less than annually in order to try and constantly improve equality and diversity practices.

3.4 BWC will attempt to accommodate staff requests to work flexibly, whether part time or some other working arrangements for whatever reason, so long as agreement is consistent with the needs of the organisation. BWC will also encourage initiatives designed to help staff who wish to return to work after a career break.

BWC terms and conditions of employment allow for paternity and partner leave in addition to standard maternity leave, in accordance with legislation. Allowance is also made for compassionate, and dependants leave to deal with domestic emergencies.

3.5 BWC recognise and implement the legal framework under the Disability Discrimination Act to make reasonable adjustments to accommodate disabled people and enable them to do their role as effectively as possible.

3.6 We accept our obligation not to discriminate against applicants and employees based on their religion or belief. We will try to accommodate employees' religious beliefs by:

Allowing time and if possible, a place for prayer during the working day and at the workplace

Considering employees dietary requirements in catering for staff when providing facilities for staff to eat and store food.

Allowing staff of faiths to take their holidays for religious festivals and other religious observance.

Trying to arrange job interviews or other important work meetings at times when they do not clash with important religious festivals.

Not imposing a dress code with which people of a particular religion cannot comply.

3.7 BWC will not discriminate on grounds of age in recruitment, promotion, training or the availability of benefits such as pension contributions or health insurance. BWC will consider seriously any application to work beyond the age of retirement, 67 years, whether flexibly or otherwise.

3.8 BWC will operate an annual staff appraisal system. Training or education development to enhance potential within the existing role, arising out of needs identified, and where possible BWC will pay for appropriate work-related opportunities.

3.9 BWC will take positive action if there are underrepresented groups within its recruitment processes.

Bolton Woods Centre Inclusion Statement

BWC aims to provide the community at large with a fully accessible, safe space regardless of who they are.

We aim to:

- Provide a warm and caring safe space to access a range of local opportunities.
- Deliver against a respect for all agenda, which does not discriminate
- Utilise the community space and other community resources to develop provision that reflects the needs of the local community and promotes social cohesions.
- Encourage local people to become involved with all aspects of the service to develop a community-based offer.
- Provide and promote a fully inclusive offer.

We believe Inclusion is:

A continuous process that is about identifying and removing barriers to the presence of, participation in and choices available to everyone. Recognising that the uniqueness of the individual, needs wants and aspirations, but appreciative that we may share common goals and similarities.

Inclusion is a process of identifying and breaking down barriers which can be environmental, attitudinal, and institutional. This process eliminates discrimination thus providing everyone with the same opportunities.

Date Reviewed 01/07/2024