

# Equal Opportunities

## Policies and procedures

### Policy Statement

1. Unlock recognises that discrimination and victimisation is unacceptable and that it is in the interests of the charity and its employees to utilise the skills of the total workforce. It is the aim of the charity to ensure that no 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, sexual orientation (the protected characteristics) or offending history.
2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of 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 in the organisations
4. All employees, 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 will be helped 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.
5. Our employees will not discriminate directly or indirectly because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation or offending history in the provision of the 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 our employees are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.

- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management and has been agreed with employee representatives.
- The policy will be monitored and reviewed annually

## Responsibilities of management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the management of the charity. Management will ensure that all employees operate within this policy, and that all reasonable and practical steps are taken to avoid discrimination, including ensuring that:

- all employees are aware of this policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and swiftly;
- proper records are maintained.

## Responsibilities of employees

Responsibility for ensuring that there is no unlawful discrimination rests with all employees and the attitudes of employees are crucial to the successful operation of fair employment practices. In particular, all employees should:

- comply with this policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other employees or groups who have, or are perceived to have one of the protected characteristics or conviction/s;
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic or conviction/s.
- inform their manager if they become aware of any discriminatory practice.

## Third parties

Third-party harassment occurs where an employee is harassed, and the harassment is related to a protected characteristic or conviction/s, by third parties such as clients. Unlock will not tolerate such actions against its employees, and the employee concerned should inform their manager / supervisor at once that this has occurred. Unlock will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## Related policies and arrangements

All employment policies and arrangements have a bearing on equality of opportunity. The charity's policies will be reviewed regularly to ensure that no discriminatory elements are present.

## People with criminal convictions

In keeping with Unlock's ethos, the charity attaches particular importance to the inclusion of people with convictions across the organisation including volunteers, employees and trustees. This will be a pre-requisite of their appointment to some roles. Where this applies, it will be stated in the vacancy.

## Grievances/Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation. Discrimination and victimisation will be treated as disciplinary offences. These matters will be dealt with under the charity's Disciplinary & Grievance Procedure.