

Equality, diversity, and inclusion policy

Disclaimer: This policy is regularly reviewed by the board of New Europeans Association Ltd

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1. Introduction and policy summary

New Europeans Association Ltd has a commitment to achieving and sustaining a working environment which provides equality of opportunity for our staff, interns, trainees, volunteers, beneficiaries, and trustees. We aim to have a workplace that opposes all forms of discrimination by removing unfair and discriminatory policies and practices, and by supporting and encouraging our people to reach their full potential. The Association also aims to provide a service that does not discriminate against its stakeholders, partners, and beneficiaries, in how they can access the services supplied by us.

The Equality Act 2010 is the key piece of UK legislation, which protects and safeguards against all forms of unlawful discrimination. There are nine specific areas (or protected characteristics) which are covered by equality and diversity guidelines and legislation. They are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex; and sexual orientation.

2. Audience

All staff, interns, trainees, volunteers, stakeholders, partners, beneficiaries, and trustees.

3. Aims and objectives

This policy is intended to demonstrate our commitment to actively oppose all forms of discrimination, and to develop and maintain an organisation where our staff can flourish and recognise the importance of taking a proactive stance in creating equality of opportunity and promoting diversity.

This policy aims to have a positive impact in our recruitment process to ensure that our workforce is representative of the communities that we serve. This policy also aims to protect and safeguard anyone who may face discrimination or harassment due to one or more of the nine 'protected characteristics' as noted in the Equality Act 2010. We do this by reducing, stopping, and preventing all forms of unlawful discrimination in line with the Act and consequent amendments.

This policy will also apply to every aspect of employment to ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and service provision are determined based on capability, qualifications, experience, skills, and productivity.

4. Our commitment

New Europeans Association Ltd is committed to:

- Creating an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Ensuring that 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.
- Ensuring that training, development, and progression opportunities are available to all staff.
- Promoting equality in the workplace, which we believe is good management practice and makes sound business sense.
- Reviewing all our employment practices and procedures to ensure fairness.
- Ensuring that breaches of our equality policy are regarded as misconduct and could lead to disciplinary proceedings.
- Ensuring that this policy is fully supported by senior management.
- Regularly monitoring and reviewing this.

5. Definition and different types of discrimination

Discrimination

Discrimination is an unequal or differential treatment which leads to one person being treated more, or less, favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, colour, nationality, ethnic origin, gender, marital status or civil partnership status, gender reassignment, disability, religion or belief, age, or sexual orientation. Discrimination may be direct or indirect and includes discrimination by perception and association.

Direct discrimination

Direct discrimination occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, colour, nationality, ethnic origin, gender, marital status or civil partnership status, gender reassignment, disability, religion or belief, age, or sexual orientation.

Indirect discrimination

Indirect Discrimination is the application of a policy, criterion, or practice to a person which the employer would apply to others, but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents.
- The employer cannot justify the need for the application of the policy on a neutral basis.
- The person to whom the employer is applying it suffers detriment from the application of the policy.

Harassment

Harassment occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation

Victimisation occurs when a person is treated less favourably because they have brought or intend to bring proceedings, or they have given or intend to give evidence.

Unlawful reasons for discrimination include:

Age

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments. Where age is referred to, it refers to a person belonging to a particular age (e.g., 32-year-olds) or range of ages (e.g., 18 - 30-year-olds).

Disability

A person has a disability if s/he 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. It is not permissible to treat a person with a disability less favourably than a person without a disability. Reasonable adjustments must be made to give the person with a disability as much access to the service and ability to be employed, trained, or promoted as a person without a disability.

Gender reassignment

It is not permissible to treat a person less favourably on the grounds of gender reassignment or transgender status. This applies to both men and women and those undergoing or intending to undergo gender reassignment.

Marriage and civil partnership

It is not permissible to treat a person less favourable because they are legally married or in a civil partnership. A person is legally married if their union is recognised as a marriage under UK law, even if they did not get married in the UK. This also applies to civil partnerships registered outside the UK.

Pregnancy and maternity

It is not permissible to treat a woman less favourably because she is pregnant, breastfeeding or because they have recently given birth. Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the 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.

Race

Race includes colour, nationality, ethnic or national origins. It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality, or their ethnic origin.

Religion or Belief

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

Religion has the meaning usually given to it, but belief includes religious and philosophical beliefs including lack of belief (e.g., Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex

It is not permissible to treat a person less favourably and unfairly because they are a woman or because they are a man. Sex discrimination can be direct (treating someone less favourably because of their sex than someone of the other sex would be treated in the same circumstances) or indirect (having a rule, policy, or practice, which someone of a particular sex is less likely to be able to meet than someone of the other sex, and this places them at a disadvantage to the opposite sex). It can also take form of victimisation or harassment. The law against sex discrimination does not allow positive discrimination in favour of one sex. However, positive discrimination is not the same as positive action, which is allowed.

Sexual harassment of men and women can be found to constitute sex discrimination. For example, asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of sex.

Sexual orientation

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, heterosexual, bisexual, intersex, transgender, or transsexual.

Reasonable Adjustment

New Europeans Association Ltd has a duty to make reasonable adjustments to facilitate the employment of a person with a disability. These may include:

- Adjusting premises or offer remote working when not possible
- Re-allocating some of the person with a disability's employee's duties as far as it is reasonably practicable.
- Transferring a colleague with a disability to a role better suited to their disability.
- Relocating a colleague with a disability to a more suitable office.
- Giving a colleague with a disability time off work for medical treatment or rehabilitation.
- Providing training or mentoring for a colleague with a disability.
- Supplying or modifying equipment, instruction, and training manuals for employees with a disability.
- Any other adjustments that the organisation considers reasonable and necessary, provided such adjustments are within the financial means of New Europeans Association Ltd.

If a colleague has a disability and feels that any such adjustments could be made by the Association, they should contact their line manager.

Positive action in recruitment

Under the Equality Act 2010, positive action in recruitment and promotion should apply. Positive action means the steps that New Europeans Association Ltd can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within the organisation.

If New Europeans Association Ltd chooses to utilise positive action in recruitment, this will not be used to treat people with a protective characteristic (Appendix A) more favourably but only use it in tie-break situations, when there are two candidates of equal merit applying for the same position.

New Europeans Association Ltd regularly monitors its recruitment activities to ensure that its advertising channels and recruitment methodologies offer access and/or opportunities to all the protected characteristics and then review its approach accordingly. Information is collated every six months using the Recruitment Monitoring Form.

6. Roles and responsibilities

It is the responsibility of the organisation's trustees, the CEO, and the line managers, to enable the association to achieve the objectives of this policy and to ensure compliance with the relevant legislation and codes of practice.

It is the responsibility of the CEO to coordinate and monitor the effectiveness of delivery of all elements of this procedure.

It is the responsibility of the CEO to maintain the policy and provide colleagues with advice and support as needed.

It is the responsibility of line managers to ensure that they maintain a close understanding of all elements of this procedure and that this procedure is complied with fully within their department.

It is the responsibility of each colleague to familiarise themselves with this procedure and to always ensure their own compliance.

It is the responsibility of all interns, trainees, volunteers, subcontractors, and agents of New Europeans Association Ltd to act in a way that does not subject any other colleagues or beneficiaries to direct or indirect discrimination, harassment, or victimisation on the grounds of race, colour, nationality, ethnic origin, gender, pregnancy, or maternity, marital or civil partnership status, gender reassignment, disability, religion or belief, age, or sexual orientation.

Colleagues may be held independently and individually liable for their discriminatory acts by the association and, in some circumstances, an Employment Tribunal may order them to pay compensation to the person who has suffered because of discriminatory acts.

Colleagues who may need advice and support on discrimination should contact the line manager. Colleagues may contact their work representative or trade union representative if access to such an individual is not possible.

7. Discriminatory procedures

If a colleague is the subject or perpetrator of, or witness to, discriminatory behaviour, the association's disciplinary, grievance and bullying procedures should be applied.

New Europeans Association Ltd seeks to apply this policy in the recruitment, selection, training, appraisal, development, and promotion of all colleagues, including interns and trainees.

The organisation seeks to ensure that all volunteers, sub-contractors, and agents act in accordance with this policy. However, it accepts no liability for their actions.

New Europeans Association Ltd offers services in a fashion that comply with the spirit of this policy.

This policy does not form a part of any employment contract with any colleague and its contents are not to be regarded by any person as implied, collateral, or express terms to any contract made with New Europeans Association Ltd.

8. Prevention and monitoring

New Europeans Association Ltd is committed to providing a working environment in which the rights and dignity of all its colleagues are respected, and which is free from discrimination, prejudice, intimidation, and all forms of harassment including bullying.

We recognise that opposing discrimination necessitates an acceptance of the existence of prejudice within society, an understanding of how it operates and the knowledge, ability, and confidence to challenge it. Language reflects the values of our society and its use can perpetuate prejudice and discrimination or reflect the celebration of diversity, and therefore it is important that colleagues use language that is inclusive and not promoting inappropriate cultural bias (Appendix B).

Application and progress of this policy will be reported annually to the association's trustees.

For improved transparency, equality and diversity monitoring is reported to the trustees twice a year, through an equality impact assessment. The report contains data and commentary and describes relevant steps New Europeans Association Ltd has taken to fulfil its commitment set out in this policy. If monitoring shows that the organisation, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the association, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, organisational policies, and practices, as well as consideration of taking legal positive action

Appendix B - Guide to non-discriminatory language

Language reflects the values of our society and its use can perpetuate prejudice and discrimination or reflect the celebration of diversity. It is important therefore that we use language that is inclusive and that we are sensitive to the risk of patronising, offending, or excluding colleagues using language.

In the setting of recruitment or training, it is particularly important to avoid any ethnic, sex, religious or inappropriate cultural bias in questions/collateral material.

<u>Avoid</u>	<u>Use</u>
affliction, handicap	impairment, condition, disorder, difficulty
chairman/chairwomen	chair, chairperson
Christian name	first name, given name, forename, personal name
cleaning lady	cleaner
coloured	person of colour
craftsman	craftsperson
dyslexic	person with dyslexia
(the) ethnics	Black, Asian and Ethnic Minority people, BAME people
half-caste	mixed race
homosexual	lesbian, gay man
layman	layperson
man, or mankind	humanity, humankind, human race
manpower	Human Resources, HR, colleagues, employees, workforce
mental age of	severe or profound learning difficulties
mental handicap	learning difficulty, learning disability
mad, mentally ill	mental health conditions/issues
old man/woman/person, pensioner, OAP, geriatric, senior citizen	older person, elderly person
oriental	Chinese, Japanese, Far East Asian
sex change	gender reassignment
spastic	person with cerebral palsy
the disabled	People with disabilities
transsexuals	trans(gender) people
victim of, crippled by	person who has, person with
wheelchair bound	wheelchair user

Appendix C - Additional advice and support on discrimination

Equality Advisory Support Service (EASS)

Freepost
EASS Helpline
FPN6521

Telephone: 0808 800 0082
Textphone: 0808 800 0084
Monday to Friday, 9am to 7pm; Saturday, 10am to 2pm

Website: www.equalityadvisoryservice.com

ACAS

Telephone: 0300 123 1100
Monday to Friday, 8am to 6pm

Website: www.acas.org.uk