

extratime

Equality & Diversity Policy

Introduction

extratime is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. In the implementation of this policy, the charity will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio- economic background, or any other inappropriate distinction
- promote diversity and equality for staff, volunteer, children and young people and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds
- promote and sustain an inclusive and supportive work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group
- wherever reasonable and practicable, promote flexible working hours and home working opportunities
- treat part time staff fairly and equally
- challenge inequality and less favourable treatment and wherever practicable ensure individuals experience a level playing field for achieving opportunities
- promote greater participation of under-represented groups of volunteers and staff by encouraging positive action to address inequality
- promote an environment free of harassment and bullying on any grounds in relation to all staff, volunteers, children and young people, and visitors

Responsibility For Implementation

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The Director has ultimate responsibility for the effective implementation of the policy. The policy will be reviewed at least every two years, to ensure it remains commensurate with the law and best practice. The Director with responsibility for equalities issues will, oversee the implementation of this policy.

The Director is responsible for monitoring the implementation of all equal opportunities policies and procedures and reporting on the progress made in achieving equalities targets staff and operatives. The Director has overall delegated responsibility for co-ordinating the day to day operation of the policies and procedures with the management team.

Liability

All members of staff remain personally responsible for ensuring that they act within the law. The director and managers are responsible for ensuring that staff and volunteers perform their duties in a lawful manner and that proper training and support is provided accordingly. In certain circumstances the director and managers could be vicariously liable for actions carried out by staff purportedly in extratime's name. Any member of staff or volunteer may be personally liable if, whilst on extratime business and despite guidance and training from extratime, they behave illegally.

Providing that members of staff are carrying out their normal duties (as described in their job description or otherwise) in accordance with extratime's policy they will be supported by the charity in any proceedings brought against them, including the payment of legal costs. The director retains discretion to determine whether support would be appropriate in other circumstances.

All extratime policies and procedures will be reviewed to ensure that they comply with the Equality and Diversity policy.

Action plans will be developed and maintained as appropriate in relation to areas such as race, disability, age, gender, religion, sexual orientation and work-life balance. Appropriate monitoring will be put in place. Equality and diversity awareness will be built into all extratime's planning and review processes.

All related policies, procedures and action plans will be implemented with the co-operation of and in consultation with staff and volunteers. Consultation will include external bodies such as the government's Equality Commission.

Monitoring And Evaluation

The director will monitor the implementation of the policy and all associated equality action plans, reporting annually to all staff and volunteers to raise awareness. The

Equality & Diversity Policy report, to include detailed information on progress towards targets will also be made available once carried out.

Action Planning -Staff Issues

Recruitment and selection procedures

Recruitment and selection procedures will be reviewed and updated in the light of emerging equalities legislation and guidance offered to all relevant staff on drafting job descriptions and person specifications. Annual data monitoring will be undertaken in relation to recruitment, selection, appraisal, promotion, pay, grading, disciplinary cases, grievances and harassment in respect of gender, age, disability and race/ethnicity. Areas of identified inequality will be addressed. Monitoring reports will be made available to individuals to assist them in achieving equalities targets and in addressing any areas of under-representation. Positive action measures will be put in place to support under-represented groups in specific areas, such as women seeking a senior management post and the employment of ethnic minorities and disabled staff.

Training

All extratime employees, including directors and management, undertaking recruitment and selection will be trained in equality issues. Equality and diversity training will be included in induction sessions and induction packs for all newly appointed staff. Managers with responsibility for staff will receive training in equality and diversity matters, including the relevant law and their duties. Managers are responsible for ensuring that their staff attend equality and diversity training within two years of appointment.

Complaints – Staff

Any member of staff may pursue any grievance relating to their employment via the Grievance Procedure. The director is available for confidential consultation on any issue that concerns an individual member of staff.

Equality Aims

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| GENDER | extratime will support the equal treatment of men and women. Workforce targets will be maintained and reviewed in relation to promoting men into senior management and increasing the numbers of male staff at all levels. Men will be offered a range of career development opportunities such as training and mentoring. Extratime will actively promote a positive work life balance environment and develop family friendly policies. |
| AGE | extratime will eliminate unlawful age discrimination and will review policies (including retirement) to ensure that they |

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| | comply with age discrimination legislation. Monitoring will be undertaken to identify any areas of inequality. |
| SEXUAL ORIENTATION | extratime will eliminate unlawful discrimination on grounds of sexual orientation. Policies will be reviewed to ensure that they comply fully with legislation on sexual orientation. |
| DISABILITY | extratime will remove barriers to participation by disabled staff, volunteers, children and young people, wherever possible. Implementation will be monitored and targets reviewed in relation to increasing numbers of disabled staff, volunteers, children and young people. Staff who acquire impairments or ill health whilst working with extratime will be offered reasonable adjustments to enable them to continue working. Monitoring will be undertaken to identify any areas of inequality. |

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| RACE/ETHNIC ORIGIN | extratime will ensure participation of black and minority ethnic groups in all its activities. All policies will be reviewed and amended as appropriate in line with the Race Relations (Amendment) Act 2000. Monitoring will be undertaken to identify any areas of inequality. |
| RELIGION | extratime includes people from diverse religious and cultural backgrounds and will respect the needs and requirements of people who adhere to a range of cultural and religious beliefs. This will include children and young peoples, staff and volunteers' needs in relation to assessment, dietary requirements and requests for leave and facilities for religious observance. |

Document version and review control

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