



Donnington Partnership Equality and Diversity Policy

Registered charity number: 1140610

1. Our commitment to equality and diversity

(a) Commitment Donnington Partnership is committed to eliminating unlawful discrimination and to promoting equality and diversity within our policies, practices and procedures.

We are also committed to promoting equality and diversity in the Donnington Partnership. This applies to our professional dealings with customers, staff and volunteers, partners, members, trustees, and third parties.

We shall treat everyone equitably and with the similar level of attention, courtesy and respect regardless of:

- a) age;
- b) disability;
- c) gender reassignment;
- d) race;
- e) religion or belief;
- f) sex;
- g) sexual orientation;
- h) marriage or civil partnership status;
- i) pregnancy and maternity or
- j) caring responsibility;

Known as protected characteristics.

(b) Legislation

We will take all reasonable steps to ensure that we, our staff and our volunteers do not unlawfully discriminate under the terms of the contracts and any legislation in force, for example Equality Act 2010, relating to discrimination in employment and the provision of goods, facilities or services.

2. Meeting Customer and Community Needs

(a) General statement

As a provider, deliverer, influencer and coordinator of local community services, the Donnington Partnership will treat all customers equitably and fairly and not unlawfully discriminate against them. Donnington Partnership will also, wherever possible, take steps to advance equality of opportunity in relation to access to the services that we provide, taking account of the diversity of the community that we serve.

(b) Identifying community needs

Donnington Partnership is committed to meeting the diverse needs of the local community in Donnington. We will take steps to identify the needs of people living and working in our community. We will develop ways of working that aim to ensure services we are associated with are accessible to all. Donnington Partnership will take action to provide genuine equality of opportunity and will aim to ensure that no sector of the community shall be denied access,

or receive a poor service, on the grounds of their age; gender and gender reassignment; marital status; race; religion or belief; sexual orientation or on the grounds of disability. In order to promote equality of access Donnington Partnership will aim to ensure the following:

- a) that services are based on consultation with those who receive the services and positive steps are taken to include usually excluded groups in decision making.
- b) that all services are flexible and responsive to the changing needs in the community.
- c) that information on services is widely available and where necessary targeted to ensure maximum awareness of provisions.
- d) that transparent systems are developed to audit and monitor service delivery and consumer satisfaction.
- e) that an accessible complaints procedure is developed to openly investigate and respond to allegations of discrimination during service allocation and delivery.
- f) that positive action programmes will be developed to target the needs of usually excluded groups.
- g) that in advertising and publicity, Donnington Partnership will be presented as an organisation committed to promoting equality of access to employment and services for all.

3. Employment

(a) General statement

As an employer, Donnington Partnership will treat all employees and job applicants equitably, fairly and not unlawfully discriminate against them. This applies equally to voluntary positions and anyone undertaking work experience with us. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary processes, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities.

(b) Recruitment and selection

The selection criteria and processes for recruitment and promotion will be kept under review to ensure that there is no unjustifiably discriminatory impact on any particular group.

Donnington Partnership recognises the benefits of having a diverse workforce, which include making best use of all the talent available, and will take steps to ensure that:

- a) we endeavour to recruit from the widest pool of qualified candidates practicable;
- b) employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit;
- c) where appropriate, positive action measures are taken to attract applications from all sections of society and especially from those groups which are under-represented in the workforce;
- d) selection criteria and processes do not unlawfully discriminate on the grounds of on the grounds of their age; gender and gender reassignment; marital status; race; religion or belief; sexual orientation or on the grounds of disability.
- e) wherever appropriate and necessary, lawful exemptions (genuine occupational requirements) will be used to recruit suitable staff to meet the special needs of particular groups;
- f) all jobs will be advertised externally and as widely as possible. Adverts should clearly state the minimum requirements for the post.

- g) a written job description and person specification shall be prepared for each new post created
- h) interviews will be conducted by a panel of no fewer than 2 representatives or more than five representatives of the Donnington Partnership and it may also include a representative from one of its partner organisations in an advisory capacity as and where appropriate. All panels will be of mixed gender.
- i) an open invitation will be given to short-listed applicants with a disability to discuss their specific needs and requirements. Donnington Partnership will take all reasonable steps to ensure that the specific needs of disabled employees are met.

(c) Conditions of service

Donnington Partnership will treat all employees equitably and create a working environment which is free from unlawful discrimination and which respects the diverse backgrounds and beliefs of employees. Terms and conditions of service for employees will comply with anti-discrimination legislation.

The provision of benefits such as flexible working hours, maternity and other leave arrangements, performance appraisal systems, dress code and any other conditions of employment will not unlawfully discriminate against any employee on the grounds of their age; gender and gender reassignment; marital status; race; religion or belief; sexual orientation or on the grounds of disability.

Where appropriate and necessary, Donnington Partnership will endeavour to provide appropriate facilities and conditions of service which take into account the specific needs of employees which arise from their ethnic or cultural background; gender and gender reassignment; responsibilities as carers; disability; religion or belief or sexual orientation.

(d) Training Plan

New staff/volunteers should be inducted into the Staff Development and Training Policy and made aware of training opportunities available to them, and be positively encouraged to take them up. All reasonable facilities will be offered to staff/volunteers to take study leave.

Donnington Partnership will identify equality and diversity training needs and draw up a plan to address these as appropriate to their responsibilities. The plan will include details of the sort of training that will be provided, who will be trained, when training will be provided and who is responsible in Donnington Partnership for ensuring that training is delivered.

Employees, volunteers, trustees and members will be informed of this equality and diversity policy and training plan.

(e) Working with other organisations

All those who act on Donnington Partnership's behalf will be informed of this equality and diversity policy and will be expected to pay due regard to it when conducting business on the organisation's behalf. In all its dealings, including those with any consortium members, Donnington Partnership will seek to promote the principles of equality and diversity;

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

4. Implementing the policy

(a) Responsibility

Ultimate responsibility for implementing the policy rests with Donnington Partnership. The organisation will appoint a senior person within it to be responsible for the operation of the policy. All employees and volunteers, partners, members and trustees of Donnington Partnership are expected to pay due regard to the provisions of this policy and are responsible for ensuring compliance with it when undertaking their jobs or representing the organisation.

Acts of unlawful discrimination on the grounds of any of the protected characteristics by employees, volunteers, partners, members and trustees of the organisation will result in disciplinary action. Failure to comply with this policy will be treated in a similar fashion. The policy applies to all who are employed in the organisation and to all volunteers, partners, members and trustees of the organisation

(b) Complaints of discrimination

Donnington Partnership will treat seriously all complaints of unlawful discrimination on the grounds of any of the protected characteristics made by employees, volunteers, partners, members, trustees, or customers and will take action where appropriate.

All complaints will be investigated and the complainant will be informed of the outcome.

5. The scope of this policy

This policy applies to:

- a) all staff/volunteers employed by Donnington Partnership irrespective of funding agent.
- b) all aspects of promotional, educational, and campaigning functions of Donnington Partnership.
- c) Trustees, members, partner and affiliate organisations. Donnington Partnership would require its membership to concur with and actively promote these objectives.

6. Review

Donnington Partnership will review the effectiveness of this equality and diversity policy on an annual basis (or more regularly if we identify any non-compliance or problem concerning equality and diversity issues with customers or personnel). We will take remedial action if we discover non-compliance under this policy or barriers to equality of opportunity.

This policy was adopted by Donnington Partnership Trustee Board

Signed: on behalf of the Trustees

Print Name..... B. Murphy Date..... 26/04/2012