

City Gateway

Equality, Diversity & Inclusion Policy

Reviewed by (name)	Date	Next review needed
Diane Betts	February 2022	February 2023
Diane Betts	February 2022	December 2023

This policy will be reviewed on an annual basis

Equality, Diversity and Inclusion

City Gateway is committed to promoting equality and valuing diversity by supporting and providing services that are accessible to all families of all backgrounds and cultures. We respect and celebrate differences and will promote the principles of understanding and respect for others. No one will be discriminated against, including staff, volunteers, learners or trustees on any of the grounds of the nine legislatively protected characteristics of diversity.

Introduction

City Gateway believes that equality of opportunity and freedom from discrimination are fundamental rights of all people. We recognise that discrimination, prejudice and disadvantage exist in society and acknowledge that we have a duty to address these issues whenever possible. City Gateway does not accept discrimination based on any of the protected characteristics of equality and diversity - age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion and belief, sex and sexual orientation - and ensure that its policies, practices and procedures do not discriminate on these grounds.

Aim

City Gateway aims to treat everyone with respect and to be aware of individual needs and circumstances. City Gateway will endeavour to incorporate this approach in all aspects of its work and contacts whether they are with customers, the community, business or partner organisations.

Procurement

City Gateway will endeavour to use suppliers who share our values on equality and diversity. We will endeavour to ensure that businesses from diverse communities have equal opportunity in competing for collaborative procurement contracts to supply goods and services.

Employees will be briefed on this policy during induction and are responsible for reading and understanding this policy and behaving in a manner in accordance with the principles of this policy.

Our objectives are to:

- **Eliminate** unlawful discrimination of customers, workers or visitors, on the grounds of race, religion, gender, age, sexual orientation, and physical or mental abilities
- **Ensure** equal access for all to City Gateway's services, selection, training, promotion, transfer, allocation of work
- **Achieve** a balanced workforce that reflects the make-up of the community it serves
- **Maximise** the use of skills available to City Gateway

The Policy will be reviewed and updated on an annual basis or in the light of changing legislative or organisational or community requirements.

Employment

City Gateway is committed to eliminating discrimination in recruiting, promoting and developing staff, as well as in its day-to-day work.

City Gateway will recruit the person who best matches the requirements of a vacant post. An appointment must be made on merit. Advertisements will include a statement indicating City Gateway's commitment to equal opportunities.

All vacancies will be advertised. Recruitment by 'word of mouth' is potentially discriminatory and is not permitted. Restricted advertising will only occur to allow redeployment.

All employees who are involved in recruitment and selection must be trained in fair methods and there must always be a minimum of two interviewers at every interview. Job descriptions and personnel specifications must only contain realistic job criteria.

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.

Information

Information is essential if people are to play a full part society and access our services. City Gateway will strive to ensure that its information is provided in formats and in places that meet the needs of the people it serves.

City Gateway will monitor the usage of our service to identify any areas of concern and to confirm whether our work and practices are becoming more inclusive of various groups.

Our commitment:

- To create an environment in which individual differences and the contributions of all employees are recognised and valued.
- Every team member 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 employees.
- Equality in the workplace is good management practice and makes sound business sense.
- We will regularly review all our employment practices and procedures to ensure fairness. We are committed to ensuring that no policy, procedure, provision, rule, requirement, condition or criterion will be imposed on any worker or job applicant without justification, if it would be likely to put that person at a disadvantage.
- We will prioritise equal opportunities training for all employees who have responsibility for recruitment, selection and promotion, and/or who supervise staff.
- Breaches of this Policy will be regarded as misconduct and may lead to disciplinary proceedings.

- We will continue to review the effectiveness of this policy to ensure it is achieving its objectives and as part of this process will monitor the composition of job applicants and the benefits and career progression of staff.