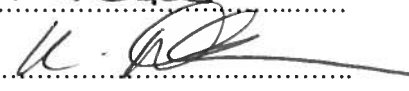


THIS POLICY APPLIES TO GROUNDWORK NORTHAMPTONSHIRE WHICH IS A
MEMBER OF THE FEDERATION OF GROUNDWORK TRUSTS

EQUALITY POLICY & PROCEDURE
(including Equal Opportunities)

Approved by board 01/07/19

Signature (Chairman) ALTROJDS

Signature (Executive Director) 

Date of next review 01/07/21

Equality Policy

- 1.1 Groundwork Northamptonshire will ensure that it complies with its relevant obligations to job applicants, persons under contract personally to do work, apprentices, employees and ex-employees on the grounds of the following protected characteristics: gender, gender reassignment, pregnancy and maternity, sexual orientation, religion or belief, marriage or civil partnership, disability, race and age.
- 1.2 Groundwork Northamptonshire will ensure that no job applicant, person under contract personally to do work, apprentice, employee or ex-employee experiences discrimination or harassment due to a relevant past or current protected characteristic, or due to their association with another person possessing a particular relevant protected characteristic.
- 1.3 Groundwork Northamptonshire will ensure that no individual will not be victimised if they carry out one of the following protected acts: bringing proceedings under the Equality Act 2010; giving evidence or information in connections with such proceedings; doing anything which is related to provisions of the Equality Act 2010; making an allegation that someone else has done something in breach of the Equality Act 2010; or having a “relevant pay discussion” with a colleague or former colleague.
- 1.4 Other policies and decisions relating to Groundwork Northamptonshire’s terms and conditions of work, pay and benefits, leave and flexible working arrangements, access to facilities, pensions, dress codes, appraisals and performance management, promotion and transfer, handling of grievance and disciplinary, procurement of equipment, IT systems, software and websites, evacuation procedures and treatment of employees when their employment ends will be cross checked with this policy in order to ensure a consistent approach.
- 1.5 Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.
- 1.6 Groundwork Northamptonshire cannot lawfully discriminate in the selection of employees for recruitment or promotion, but Groundwork Northamptonshire may use appropriate lawful methods, including lawful positive action, to address under-representation of any group which Groundwork Northamptonshire identifies as being under represented in particular types of a job.
- 1.7 Groundwork Northamptonshire will not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by Groundwork Northamptonshire .

Employees should report any bullying or harassment by customers, suppliers, visitors or others, whether or not it is directed at them, to their manager who will take appropriate action.

Groundwork Northamptonshire is committed to ensuring that, as an employer and service provider, all our actions and activities are genuinely available and accessible to all potential participants and that our initiatives do not have a negative impact on any disadvantaged groups.

2. SCOPE

This policy applies to all Groundwork Northamptonshire employees.

3. THE NATURE OF DISCRIMINATION

This policy refers to several forms of discrimination, these are explained below:

- *Direct Discrimination* results from treating a person less favourably on the grounds of a relevant protected characteristic.
- *Indirect Discrimination* is where a provision, criterion or practice is applied which is such that it would be to the detriment of a considerably larger proportion of the relevant group with a particular protected characteristic to which the individual belongs, than to others, which is not objectively justifiable and which is to the individual's detriment.
- *Victimisation* occurs if someone is given less favourable treatment than others because they have exercised their rights under the policy, or the relevant legislation, or brought to the attention of others, acts of discrimination (e.g. by making a complaint of providing information on discrimination).
- *Harassment* is where there is unwanted conduct related to one of the protected characteristics which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, or is reasonably considered by that person to have the effect of violating his or her dignity, or of creating a intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if this was not intended by the person responsible for the conduct.
- *Failure to make reasonable adjustments* is where arrangements disadvantage an individual because of a disability and reasonable adjustments are not made to overcome the disadvantage.
- *Discrimination arising from a disability* is where a person is treated unfavourably because of something connected with their disability and this unfavourable treatment cannot be justified.

3. TRAINING

- 3.1 Groundwork Northamptonshire will provide training in equal opportunities to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.
- 3.2 Groundwork Northamptonshire will provide training to all existing and new employees and others engaged to work at Groundwork Northamptonshire to help them understand their rights and responsibilities under the equal opportunities policy and what they can do to help create a working environment free of bullying and harassment. Groundwork Northamptonshire will provide additional training to managers to enable them to deal effectively with complaints of bullying and harassment.

4. Health and Safety

- 4.1 Discrimination, intimidation and harassment can seriously compromise the Health and Safety of the work environment. As such it is the responsibility of all employees who are aware of such activity to bring it to the attention of the Company's management, quickly and discreetly (although the company accepts that this may not always be easy for the victim). All reported incidents will be treated in confidence by management.
- 4.2 Management will work with disabled employees to ensure their Health and Safety in the workplace, through conducting through objective assessments of the safety of their working environment and where appropriate offering alterations / adaptations to the position, or examining the possibility of alternative work.

5. Development and Promotion

Ability, motivation, commitment, past experience and qualifications are the qualities used to determine an individual's promotion potential.

Development and training will be offered to all suitably motivated individuals where opportunities exist.

Length of service will not determine suitability for promotion as it can indirectly discriminate against those who may have had long term illnesses or career breaks or are employed on a fixed term basis.

6. Terms and Conditions

- 6.1 All individuals within a post will receive the same terms and conditions.

7. Redundancy

- 7.1 The Organisation will select individuals for redundancy based on:

- skills, qualifications and aptitude
- standard of work and/or performance
- attendance
- disciplinary record

8. Discipline and Termination of Employment

Race, gender, age and disability will have no bearing upon any disciplinary actions taken by the Organisation

9. YOUR RESPONSIBILITIES

Every employee is required to assist Groundwork Northamptonshire to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, Groundwork Northamptonshire for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Act of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under Groundwork Northamptonshire's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

10. GRIEVANCES

If you consider that you may have been unlawfully discriminated against you may use Groundwork Northamptonshire's grievance policy to make a complaint. Groundwork Northamptonshire will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Use of Groundwork Northamptonshire's grievance policy does not affect your right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

If you are accused of behaviour which is in breach of the organisation's equal opportunities policy and procedure, a relevant line manager will initially conduct an informal investigation to determine if there is a case worth investigating. Should the initial, informal investigation find that action needs to be taken, the organisation will act in accordance with its formal disciplinary procedure, as detailed in the Staff Handbook.

5. MONITORING AND REVIEW

- 5.1** This policy will be monitored by Groundwork Northamptonshire to judge its effectiveness and will be updated in accordance with changes in the law. In particular Groundwork Northamptonshire will monitor the ethnicity, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, Groundwork Northamptonshire will implement them.
- 5.2** Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.
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EQUAL OPPORTUNITIES MONITORING FORM



Position applied for:	ID No: (For office use only)
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Please ensure that you complete this form

Groundwork Northamptonshire is required to keep a record of this data in order to ensure that there is no discrimination in employment practice with regards to appointment, access to training, and promotion. This is a condition under the Data Protection Act under which processing of sensitive data can take place.

Please tick one box in each section. Completing the last two sections is optional.

Gender Female Male

Age group Under 25 25-34 35-44 45-54 55-60 Over 60

Ethnicity White: British Irish
 Any other White background (please write in)

Mixed: White and Black Caribbean White and Black African White and Asian
 Any other Mixed background (please write in)

Asian or Asian British: Indian Pakistani Bangladeshi
 Any other Asian background (please write in)

Black or Black British: Caribbean African
 Any other Black background (please write in)

Chinese or any other ethnic group: Chinese
 Any other ethnic group (please write in)

Disability

I consider myself to be someone who has a disability: Yes No

Religion (optional question)

None Christian Buddhist Hindu Jewish Muslim Sikh
 Any other religion (please write in)

Sexual Orientation (optional question) Bisexual Heterosexual Homosexual

Many thanks for completing this questionnaire – please be assured all information will be kept in the strictest of confidence