

# Equality and Diversity Policy

### Revision History

**Date of this revision: 1<sup>st</sup> February 2022**

**To be reviewed by: 1<sup>st</sup> February 2025**

<b>Version number</b>	<b>Revised by</b>	<b>Summary of Changes</b>	<b>Changes marked</b>
<b>4.0</b>	<b>RL</b>	Fully reviewed by Ellis Whittam	<b>No</b>
<b>5.0</b>	<b>JH</b>	Protected characteristics updated	<b>No</b>
<b>6.0</b>	<b>JH</b>	Change of font to meet Minds new branding guidance	<b>No</b>

### Approvals

**This document requires the following approvals.**

<b>Name</b>	<b>Title</b>	<b>Date of Issue</b>	<b>Version</b>
<b>Cheryl Eastwood</b>	<b>Chair</b>	<b>21 March 2022</b>	<b>6.0</b>

# Equality and Diversity Policy

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### 1. Aims and Objectives

Tameside Oldham and Glossop Mind is firmly committed to equality and diversity in all areas of work. We believe that we have much to learn and gain from diverse cultures, experiences and perspectives, and that diversity will ensure our organisation is more effective in meeting the needs of the general public. We are committed to being a truly anti-racist organisation.

The overall aim of this policy is to:

- Eliminate unlawful discrimination
- Ensure that we treat all individuals fairly, with dignity and respect, regardless of their age, gender, religion, belief, cultural or ethnic origin, race, nationality, disability, sexuality, marital status or any combination of these
- Promote equality of opportunity whilst respecting people's differences
- Promote equality of access
- Provide a safe, supportive and welcoming environment – for the public, staff, contractors, volunteers and visitors
- Ensure our workforce diversity make up represents that out our local communities
- Integrate our values in every aspect of our work

Our values are:

- Relationships: We listen and ask questions to understand others and to build trust. People matter to us both inside and outside our organisation.
- Aspiration: We support one another, clients, and communities to achieve better mental health.
- Learning: We seek insight and grow from experience; finding new or better ways to contribute to the field of mental health.
- Potential: We encourage personal responsibility for development by discovering and realising the abilities and energies of people.

### 2. Scope

This policy is aimed at all paid workers and volunteers, with a view to utilising it as and when dealing with the public and during recruitment processes.

### 3. Legal Context

Legislation relating to equality and diversity is extensive. Of particular importance however is the Equality Act 2010. The new equality duty will require, in the exercise of their functions, to have 'due regard' to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited;
- ensure equality opportunities between persons who share a relevant 'protected characteristic' and persons who do not share it; and
- foster good relations between everyone.

The equality duty applies to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, or any combination of these.

### **What is unlawful discrimination?**

**Direct discrimination** – when someone is treated less favourably than another person because of a Protected Characteristic.

**Associative discrimination or discrimination by association** – direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.

**Discrimination by perception** – direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.

**Indirect discrimination** - occurs where an individual's employment is subject to an unjustified provision criterion or practice which, for example, one sex or race or nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.

**Harassment** – unwanted conduct related to a relevant Protected Characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. You may complain of such offensive behaviour even if it is not directed towards you personally.

**Victimisation** – when an employee is treated less favourably because they have made or supported a complaint or raised a grievance about unlawful discrimination or are suspected of doing so.

## **4. Commitment**

We are committed to ensuring that all of our employees and applicants for employment are protected from unlawful discrimination in employment. Recruitment and employment decisions will be made on the basis of fair and objective criteria.

TOG Mind proactively seeks to recruit people from various diverse background and ensure it represents the demographic of our local communities. Regular recruitment audits around diversity will be undertaken and results presented to the Board of Trustees.

Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.

All employees have a right to equality of opportunity and a duty to implement this policy.

Discrimination is a serious disciplinary matter which will normally be treated as gross misconduct. Anyone who believes that they may have been disadvantaged on discriminatory grounds should raise the matter through our grievance procedure.

## **5. Related Policy and Procedure**

Code of Conduct, Disclosure and Barring, Recruitment  
Employee Handbook for – Grievances, Bullying and Harassment, Equal Opportunities

## **6. The Policy**

### **a) Public**

The organisation believes that diversity is a means to achieve our ambitions. Diversity is about engagement, outreach, inclusion and service delivery as well as the people we employ and involve in our work. The organisation aims to create a generic mental health and wellbeing service which everybody can trust and value.

The broad outcomes we will aim to achieve include:

- Increased levels of public confidence across all communities including improvement among marginalised communities
- Increased levels of satisfaction with our services
- Access to services is free from discrimination
- The right to refusal/withdrawal of services is based on a fair and transparent judgement
- Satisfaction from employees
- Build a workforce which represents communities in the local areas
- Create and sustain services that encourage joint partnership between our organisation and the public, with an aim to improving how we work
- Engage, consult and codesign with a wide range of diverse communities around TOG Mind services and general operations

The organisation acknowledges that our services may not always be able to meet the needs of everyone, especially in the format we are funded and the types of services that we are asked to deliver by our local services.

### **b) Workforce:**

The organisation aims to ensure that its workers are part of an organisation that is fair in equality and diverse in its approach. For that reason, this policy will also facilitate to ensure that:

- Recruitment is fair and transparent and based solely on the person's ability to meet the person specification for the post
- Audit and check our recruitment process is proportionately receiving, interviewing and employing people from diverse background
- Audit and check people accessing our services and provisions are proportionately from diverse backgrounds
- It improves staff morale, satisfaction and productivity
- We have a workforce that represents the communities we serve at all levels
- Helps to reduce complaints of discrimination

Training: Staff, Volunteers and Trustees may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

Promotion: All promotion decisions will be made on the basis of merit and will not be influenced by any of the protected characteristics listed above. Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

During employment the benefits, terms and conditions of employment and facilities available to employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups. This policy will be reviewed on an ongoing basis to assess its effectiveness and may be amended from time to time. This policy is for guidance only and does not form part of contracts of employment.