

EQUALITY, DIVERSITY & INCLUSION POLICY

SUMMARY

The Chinese Community Centre (CCC) is committed to taking positive action to fight unlawful discrimination in every respect of its work. The aim of this Equality and Diversity Policy is to ensure that no job applicant, employee, member and service user receives less favourable treatment on the grounds of age; being or becoming a transsexual person; being married or in civil partnership; being pregnant or on maternity leave; disability or HIV antibody status, AIDS; race including colour, nationality, ethnic or national origin; religion, belief or lack of religion/belief; sex; sexual orientation, nor should they be disadvantaged by requirement. The CCC will endeavour to establish a broad base for consultation to identify priorities and needs as reflected by the population at large, and in all campaign, work will maintain the objectives stated above.

This Equality and Diversity Policy based on the Equality Act 2010, sets out the framework by which the CCC will deliver its services and provide employment opportunities ensuring compliance with equalities legislation. Clear lines of responsibility are established and mechanisms for raising complaints are given. The Policy also sets out the CCC's approach to assessing the impact on equality of its policies, services and organisational changes.

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1 Declaration of intent	

1.1 The CCC believes in providing equity in its services, in treating people fairly with respect and dignity and in valuing diversity both as an Information and Advice works and social services provider and as an employer.

1.2 Our equality and diversity aims are to:

- Provide the best possible Information and Advice works and social services we can that are accessible and are delivered in a way that respects the differing needs of the individual.
- Employ staff who are motivated because they feel valued for the contributions they make and the diversity they bring to the CCC; who are well trained and who reflect at all levels the diversity of the population the CCC serves.
- Embed our equality and diversity values into our policies and procedures and our everyday practice.
- Regularly monitor and report on our Equality Impact Assessments to evaluate how we are doing and to set goals and actions in response.
- Ensure that all services procured for the CCC and all staff working on behalf of the CCC understand and support the CCC's commitment to promoting equality and diversity in everything we do.

1.3 The CCC is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex and sexual orientation in the provision of its services and in recruitment and employment to ensure an environment that is characterised by dignity and respect which is free from harassment, bullying and victimisation.

2. Purpose and scope

2.1 This Policy applies to all staffs including volunteer staff, members, visitors and other users of the CCC's services.

2.2 The CCC will use this policy and other relevant policies to ensure fair and reasonable services of its members, staffs and members of the public.

2.3 The CCC values the diversity of its staff as an asset for the organisation to build upon and wishes to encourage all staff to reach their full potential. We are inclusive regardless of age, disability, gender, marriage/civil partnership status, race, religion or belief, sex and sexual orientation. CCC encourages a healthy balance between home and work life through flexible working patterns and special leave arrangements where these are appropriate.

2.4 Appropriate training will be provided within available resources to enable all staff to perform their jobs effectively and to develop their careers. Opportunities for learning and development will be organised to take account of different working patterns as well as service requirements and promoted in a way to ensure equity of access.

2.5 The CCC recognises the importance of ensuring that the workforce profile broadly reflects the profile of the member population and the communities we serve.

2.6 This Policy is to be implemented through action plans which are monitored by the Centre Manager and Management Committee members.

2.7 This policy should be read in conjunction with the:

- Employment Partnership Principles
- Bullying and Harassment - Managing Incidents at Work Policy and Procedure
- Violence and Aggression - Managing Incidents to Staff at Work Policy
- Recruitment and Selection Policy and Procedure
- Retirement Policy
- Flexible Working Policy and Procedure
- Special Leave Policy and Procedure
- Maternity, Adoption and Maternity Support (Paternity) Leave Policy and Procedure
- Managing Sickness Absence Policies
- Concerns and Complaints Policy and Procedure

3. Discrimination definitions within the Equality Act 2010

3.1 Direct discrimination

Direct discrimination occurs when someone is treated less favorably than another person because of their age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex and sexual orientation (known as protected characteristics).

3.2 Discrimination by association

This is direct discrimination against someone because they associate with another person who possesses one of the following protected characteristics: age, race, religion or belief, sexual orientation, disability, gender reassignment and sex.

3.3 Discrimination by Perception

This is direct discrimination against an individual because others think they possess one of the following protected characteristics: age, race, religion or belief, sexual orientation, disability, gender reassignment and sex. It applies even if the person does not actually possess that characteristic.

3.4 Indirect discrimination

Indirect discrimination can occur when you have a condition, rule, policy or even a practice that applies to everyone but particularly disadvantages people who share one of the following protected characteristics: age, race, religion or belief, sex, sexual orientation, marriage and civil partnership, disability and gender reassignment.

3.5 Harassment

Harassment is “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”. Harassment applies to the following protected characteristics; age, disability, gender reassignment, race, religion or belief, sex and sexual orientation. Employees are now able to complain of behaviour that they find offensive even if it is not directed at them. Employees are also protected from harassment because of perception and association.

3.6 Third party harassment

The Equality Act makes us potentially liable for harassment of our employees by people (third parties) who are not employees of the CCC, such as members or visitors. We will be liable when harassment has occurred on at least two previous occasions, we are aware that it has taken place, and we have not taken reasonable steps to prevent it from happening again. This applies to sex, age, disability, gender reassignment, race, religion or belief and sexual orientation

3.7 Victimisation

Victimisation occurs when an employee is treated badly (suffers a detriment) because they have made or supported a complaint or raised a grievance under the Equality Act 2010 or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

4. Organisational Responsibility

The Management Committee will oversee the implementation of all aspects of the national and local equality frameworks for service and employment. Specifically, the Committee’s aim is to provide strategic leadership to drive the equality, diversity and inclusion agenda across the CCC for its services and for the workforce.

5. Individual Responsibilities

5.1 The Centre Chairman has overall responsibility for ensuring that the CCC complies with equality and diversity legislation, also ensuring that the Management Committee are appropriately trained and updated in matters of equality and diversity.

5.2 The Centre Manager is directly responsible for the effective implementation and monitoring of this Policy and procedures at operational level. He/she should familiarise himself/herself with the Policy and procedures and ensure

that their staff are aware of how they can access them. He/she is responsible for ensuring all staffs attend mandatory training on equality and diversity. The Centre Manager is also responsible for undertaking equality impact assessments on services, organisational change and on appropriate policies.

5.3 All staffs are responsible for ensuring that they act within the spirit of the Policy and procedures and participate in equality and diversity training every three years.

5.5 Failure to comply with the Equality and Diversity Policy and procedures will lead to disciplinary action which applies equally across all staff groups.

5.6 Where the CCC uses external providers of services they will be required to ensure that the equality and diversity standards identified in this Policy are met.

6. Learning and Development

Appropriate mandatory training will be provided to ensure that staff and managers understand their responsibilities under the CCC Equality and Diversity Policy. Equality and diversity issues will be integrated as appropriate into other CCC learning and development programmes.

7. Monitoring

7.1 Analysing data both from a service and a workforce perspective is essential for helping us to make decisions about our organisation. Monitoring information and data will be provided regularly to the Management Committee and will include information about our staffs, members and national and local population data to comply with the Equality Act 2010 requirements.

7.2 All information recorded will be kept confidentially and protected from misuse.

8. Complaints

8.1 Staff:

If there are any issues that cannot be addressed through the 'Bullying and Harassment - Managing Incidents at Work Policy and Procedure' or 'Violence and Aggression - Managing Incidents to Staff at Work Policy' then they should be raised under the CCC's Grievance Procedure. Mediation services are available to help resolve issues where appropriate, to be accessed through Human Resources.

8.2 Service users to include members and visitors:

All formal complaints are to be made using the CCC's Complaints procedure, which follows the national guidance for managing complaints.



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9. Responsibility and Policy Review

9.1 Overall responsibility for this policy and procedure rests with the Centre Manager.

9.2 This policy and any associated procedures will be reviewed at the date stated and may be subject to change at that time, or at an earlier date if necessary, subject to consultation with staff representatives recognised for that purpose.

10. Information

This document shall be circulated to all employees and job applicants.