

Equality, Diversity & Inclusion Policy

Document version control

Version number	Change or update	Owner/s	Approval/adoption & review date
2.0	2nd version	Board of Trustees	25.07.23
			Review August 2024
1.0	Developed April 2022	Board of Trustees	Not approved

Introduction

Kinning Park Complex (KPC) is committed to promoting an environment of respect, understanding, encouraging diversity and guarding against discrimination by providing equality of opportunity for all. We will ensure a consistent approach in promoting equality and diversity across all areas throughout the employment relationship from recruitment to termination and references.

A written record of all meetings conducted under this procedure will be made, either by the person holding the meeting or by a note taker.

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements, and to ensure business needs are met. Staff will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by law.

Policy Aims

- Ensure integration with equality and diversity practices into all the organisation does and ensure all staff are treated with fairness and respect from each other and from members of the public, committee members and contractors.
- To implement fair and just employment practices ensuring no job applicant or member of staff will receive less favourable treatment.
- Ensure people are recruited and staff promoted solely on the basis of their own merit, experience, ability and potential. This applies throughout the entire duration of employment as all decisions will be based on only relevant merits.
- Provide an environment which respects values and differences and promotes dignity, equality and diversity.

Responsibilities

KPC will ensure all new staff and trustees receive induction on this policy. KPC has a **named Trustee with designated responsibility for equality, diversity and inclusion** and related matters. This trustee is the **designated People Trustee**. Together with the staff members, the **designated**

People Trustee will be responsible for reporting to the Board on all relevant equality, diversity and inclusion matters, systems of work and approaches to allow the Board to ensure all are implemented.

This policy applies to everyone in this organisation and everyone has a responsibility to be alert to discriminatory behaviours and practices. Should a situation arise, it will be dealt with immediately. Breaches of this policy will be regarded as misconduct and will lead to disciplinary action which may include dismissal.

Recruitment & Selection

It is KPC's policy to ensure all recruitment decisions will be based completely on the merits and abilities of candidates and no other criteria will be used. In order to achieve this, KPC will endeavour to integrate equality and diversity practices into every stage of the recruitment and selection process.

This will enable KPC to recruit from the widest pool of talent, potentially raising the standard of intake and increasing the opportunity of a more diverse workforce. This will in turn, improve KPC's service delivery, as it will include staff with more knowledge and experience, meet and aid in meeting the needs and aspirations of service users and potential service users.

To highlight the commitment to promoting equality and diversity from the beginning of the employment relationship, all vacancies will be aimed at as wide a group as possible. Adverts will also display any signs of equality bodies which KPC is affiliated with. The information contained in the advert and all vacancy literature will be clear and accurate to attract the most appropriate candidates from all groups across society, to allow them to decide their own suitability for the vacancy and whether they wish to proceed with applying. KPC will ensure all applications have clear instructions for completion and application forms will be free from personal questions which are not relevant to the vacancy and may lead to discrimination.

Terms & Conditions of Employment

As part of the employment relationship, all contracts of employment will be issued in accordance with the job role and not the job holder. No member of staff will receive less favourable terms and conditions for any reason other than relating specifically to the job role and the grade it attracts.

Training and Development

Equality and diversity will apply throughout all training activities and resources. Training and development opportunities will be given equally to all staff according to their job role. It is crucial all staff are able to participate and enjoy any training opportunities or activities without discrimination or fear of harassment.

Sexual Harassment

KPC will take all reasonably practical steps to prevent sexual harassment in the workplace through training and educating staff and volunteers on acceptable and unacceptable behaviour. KPC will protect staff and volunteers from being subjected to any inappropriate or lewd behaviour by colleagues and third parties including contractors, visitors and service users. Anyone who is subject to such harassment should inform the **designated People Trustee** or another appropriate colleague as soon as possible who will treat the matter seriously and confidentially and will carry out a fair and full investigation. Staff subjected to any such behaviours will be offered support such as counselling and temporary or permanent alterations to their working arrangements.

Redundancy Selection

Redundancy selection will be made according to the statutory requirements and in line with KPC's Redundancy Policy. Criteria will be discussed with a Trade Union and/ or nominated representatives. The criteria will be set out and will be objectively fair and consistent.

Complaints:-

Staff

Where staff feel they have been discriminated against, victimised or harassed by any colleague the aim should be to deal with it informally in the first instance.

Informal Stage

It may be the discriminatory action was unconscious and easily resolved once the situation is highlighted. This is often the most efficient way of dealing with such circumstances and helps maintain good working relations.

The member of staff should raise the issue informally with the **designated People Trustee** who will speak to the person whom the complaint is against. If it is found the behaviour was in breach of this policy, an appropriate level of sanction will be decided in line with the Disciplinary Policy.

A file note of the incident will be kept on the complainant's file, including a statement, the note will only be taken into account if there are any further incidents. Dealing with the matter informally does not remove the complaining staff member's right to have the matter dealt with formally.

Formal Stage

If the member of staff is dissatisfied with the informal stage outcome or the complaint is serious, they should raise the matter in writing with the **Chair of the Board**. The complaint will then be dealt with under the Disciplinary & Grievance Policy. In line with this process an investigation into the complaint will be carried out.

If the outcome of the investigation is that a formal disciplinary hearing should take place, this will be conducted in line with the Disciplinary & Grievance Procedures. (Please refer to the Disciplinary & Grievance Policy for full details).

Stakeholders

The right to be treated equally with dignity and respect extends to outside contractors, partners, service users, customers and any other agencies which are associated with this organisation. Stakeholders have a right to have any issues addressed under this policy. Any complaints will be investigated and appropriate action will be taken.

If a stakeholder feels they are being discriminated against in the course of their working day, the following procedure should be followed.

Informal Stage

Where possible, incidents should be dealt with informally. The stakeholder should report the matter to their lead contact within KPC as soon as possible. It may be that the discriminatory action is unconscious and easily resolved once the situation is highlighted.

The KPC lead will discuss the situation with the individual whom the complaint is against and explain the expected standards of behaviour and the consequences of failing to comply with these. It will be made clear to the individual that continuation of such conduct may result in being subject to disciplinary action.

Formal Stage

Where informal action is not appropriate or the matter is of a serious nature the complaint will be dealt with using the formal procedure. A thorough investigation will take place in the first instance. If it is found an individual has acted inappropriately, they will be advised in writing by the **Board Supervision Group** stating their comments, actions, behaviours are not acceptable and potentially discriminatory.

The letter will advise any further incidents will not be tolerated and may result in disciplinary action. In cases of physical violence or serious threats the appropriate manager will notify the police.

GDPR / Data Protection Act 2018

KPC will treat all personal data in line with obligations under the current data protection regulations / GDPR compliance practices.

Support and advice

To provide support to the Board of Trustees, the designated People Trustee and all staff, KPC retains the services of the Glasgow Council Voluntary Sector (GCVS) to advise and support the organisation in all areas of HR.

Normally signed by the Chair of the Board, proposed that the designated People Trustee sign until Chair in place

People Trustee - Sara Johnstone

Signed - 25.07.23