



# Equality Policy

## 1. General statement of policy

- 1.1. All individuals should be valued equally and therefore given every opportunity to fulfil their maximum potential and to take their place successfully in a democratic and multi-cultural society. Multi-Cultural Family Base aims to create a culture that respects and values each other's differences and to secure genuine equality of opportunity in all aspects of its activities. A commitment to the development of anti-discriminatory practice is fundamental to Multi-Cultural Family Base and we will strive to eliminate discrimination in all areas of the organisation and in the community at large.
- 1.2. The policy acknowledges that Multi-Cultural Family Base will adhere to and implement the nine protected characteristics of the Equality Act 2010 namely: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.
- 1.3. All members of the Board, employees, volunteers, students and service-users will be made aware of Multi-Cultural Family Base's commitment to diversity and equality of opportunity, and of the legal commitments of the organisation.
- 1.4. Multi-Cultural Family Base will adopt measures that:
  - (i) Eliminate discrimination (direct or indirect), harassment, victimisation and any other conduct that is prohibited under the Equality Act
  - (ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it
  - (iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it.

## 2. Responsibilities of Multi-Cultural Family Base as a Service Provider:

- 2.1. We will strive to provide quality services to all service-users equally and fairly and to ensure that our policies and procedures do not discriminate against any group or individual on grounds of age (i.e. for those over 18), race, religion or belief, disability, ethnic origin, nationality, marital status, civil partnership, gender, gender reassignment, sexual orientation, pregnancy, HIV status.

- 2.2. Training will be provided to staff, students and volunteers involved in the delivery of services so as to provide an appropriate and informed response to all service users without unlawful discrimination.
- 2.3. Services will be reviewed regularly and adapted or changed where needed. Equality of opportunity and celebration of diversity will be built into service planning, including appropriate consultation mechanisms.
- 2.4. Publicity materials used will be made as accessible as possible.
- 2.5. We will make all service-users aware of our Equality Policy.

### **3. Responsibilities of Multi-Cultural Family Base as an Employer:**

- 3.1. It is our policy to ensure that no job applicant, employee or volunteer:
  - (i) Receives less favourable treatment on the grounds of age, race, religion or belief, disability, ethnic origin, nationality, marital/parental status, gender, gender reassignment, sexual orientation, HIV status, membership of any minority group
  - (ii) Is disadvantaged by conditions or requirements which cannot be shown to be justifiable (exemptions under the Equality Act 2010 Schedule 9 Part 1 can be applied as appropriate).
- 3.2. Publicity for recruitment will be made as accessible as possible.
- 3.3. Selection criteria and procedures will be regularly reviewed to ensure that individuals are selected and treated on the basis of their relevant merits and abilities.
- 3.4. Positive action to attract applications from under-represented groups will also be used.
- 3.5. Individuals involved in the recruitment process will be trained to take an unbiased approach and to ask only questions which are non-discriminatory.

### **4. Responsibilities of the Board of Multi-Cultural Family Base:**

The Board will have the responsibility for:

- (i) Ensuring that the monitoring of this policy is carried out
- (ii) Developing appropriate Action Plans
- (iii) Reviewing and developing recruitment/employment procedures and practices
- (iv) Ensuring that appropriate training is provided for all employees, students and volunteers, as well as Board members
- (v) Providing guidance and information

## **5. Responsibilities of Employees, Students and Volunteers at Multi-Cultural Family Base:**

5.1. All employees, students and volunteers at Multi-Cultural Family Base are expected to accept their personal responsibility for the practical application of this policy and must ensure that they do not discriminate in any way against employees, students, volunteers or members of the public with whom their work may bring them into contact.

5.2. Staff who do not abide by the terms of this policy will be subject to appropriate disciplinary procedures.

## **6. Grievance/Complaint**

6.1. Any job applicant, employee, student, volunteer or user of the organisation's services who feels that he/she has been unfairly treated can raise the matter through the Complaints or Grievance Procedure. No one who brings a complaint or grievance in good faith will be subject to victimisation or any other detriment as a result of their action.

6.2. Harassment/abuse by employees will not be tolerated and offenders will be subject to action under the Disciplinary Procedures. Appropriate action will be taken with regard to any harassment or abuse by students or volunteers.

6.3. All complaints and grievances will be investigated and acted upon in accordance with the appropriate policy.

## **7. Monitoring**

7.1. Multi-Cultural Family Base will develop and maintain procedures and systems for monitoring the practical application of its Equality Policy.

7.2. A confidential monitoring form will be issued with every job/volunteer application form and an audit of the data will be carried out from time to time.

7.3. Relevant confidential data on service users will also be audited to ensure Multi-Cultural Family Base is catering for a diverse community and adhering to equality guidelines.

## **8. General**

Multi-Cultural Family Base's Equality Policy does not detract from the individual's rights. The policy does not prevent any individual from pursuing their contractual rights through internal or external appeals procedures or from pursuing their statutory rights through any body, which deals with the enforcement of the particular legislation.

Approved by the Board of Multi-Cultural Family Base

## **Additional Documents relating to this Policy**

Appendix 1

Appendix 2