

EQUALITY AND DIVERSITY POLICY AND PROCEDURE

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1. Introduction

Humanity & Inclusion UK's Equality and Diversity Policy permeates all aspects of its work, including its actions and attitudes towards employees, clients, consultants, temporary workers, and all others associated with its work.

The policy applies to all staff, volunteers, voluntary interns and trustees of HI UK. Any contractors or consultants working at HI UK are also expected to work in a non-discriminatory manner that promotes equality.

2. Policy

The organisation recognises that individuals and groups have been discriminated against on many grounds, including the 'protected characteristics' under the Equality Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation). HI UK will also not discriminate on any other grounds that are irrelevant to an individual's ability to do their job such as social class, caste, responsibility for dependents, or criminal record, where this is not relevant to the particular job. HI UK's policy is that no individual or group should receive less favourable treatment on any of these grounds.

Humanity & Inclusion UK has been certified as a Disability Confident Employer by the Department for Work and Pensions. This reinforces our commitment to employ, keep and develop the abilities of disabled employees.

HI UK aims in its approach to counter discrimination of all kinds and the practical implications of this are set out below. As part of its commitment to its work with disabled people, HI UK aims to adhere to the Disability Confident Employer standard in its employment practices. When considering an office move, or any refurbishment, HI UK will consider access issues in its decision-making process.

3. Procedure

Responsibilities

All employees and others working or volunteering at the organisation (including trustees), are responsible for implementing this policy in their work, although the Executive Director is ultimately responsible for ensuring it is implemented.

All employees are expected to treat colleagues and all others they come across with dignity and respect. All employees should be aware of the potential for stereotyping others and should avoid behaviours or assumptions which may stereotype others.

Employees and others will be briefed on the policy when they join the organisation and must commit to working in accordance with the policy.

Recruitment

Recruitment procedures embody the principles of this policy and the details are set out in the Recruitment Procedure document. When shortlisting, managers will offer an automatic interview to disabled candidates who meet the essential requirements of the job, in line with the Disability Confident Employer commitment.

Training and Development

Training and development opportunities are open to all staff, and will be provided in order to support them to fulfil their roles. Where budgets allow, the organisation is committed to providing training on equal opportunities and employees are expected to attend this training.

Promotion Opportunities

Vacancies will normally be advertised internally, as well as put out to external markets.

Pay and Benefits

HI UK operates a policy of equal pay for work of equal value. All benefits are available to all employees.

Monitoring and Review

This policy will be reviewed as new legislation comes into force, as well as on a regular basis. The effectiveness of this policy will be monitored via staff surveys, where possible every two years, which will include questions asking staff views about equality and diversity in the organisation.

Failure to comply

Failure to follow this policy in all aspects of work with the organisation will be considered a very serious matter. For employees, the Disciplinary Policy may be used. For others, such as consultants, volunteers or trustees, other sanctions may apply.

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