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Applies to: All Trustees, Employees, Trainees & Volunteers	Equality and Diversity Policy	

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CEO, John Marshall:	Date:
Chair of Trustees, Mervyn Bishop:	Date:



EQUALITY AND DIVERSITY POLICY

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R-evolution is committed to eliminating discrimination and encouraging diversity. Our aim is that all our staff and stakeholders feel respected and are valued based upon their skills, performance, and commitment.

The charity will provide equal employment or volunteering opportunity to all staff without regard to the actual or perceived protected characteristics referenced below. R-evolution is committed to treating all employees and volunteers fairly and as such no employee/volunteer will be treated less favourably due to their association with someone who has a protected characteristic.

All employees, trustees and volunteers are given equal opportunity and are encouraged to progress within the organisation.

Protected characteristics

- Age;
- Disability;
- Gender Reassignment;
- Marriage and Civil Partnership (applies only to someone who actually personally has this characteristic);
- Pregnancy and Maternity;
- Race (including ethnic origin, colour, citizenship, nationality, and national origin);
- Religion or Belief;
- Sex;
- Sexual Orientation

People will be judged solely on merit and ability during recruitment, selection, training, development and promotion throughout their employment, volunteering opportunity or placement.

Third party harassment

R-evolution values all employees and volunteers equally and as such we take very seriously the harassment of employees or volunteers by a third party during employment/placement. We are committed to taking such steps as are reasonably practicable to prevent third party harassment from occurring.

Fair treatment

All employees and volunteers will be treated fairly and with respect. This policy applies to all employment or volunteering opportunity decisions, including those in connection with:

- Recruitment, selection, promotion and advertisement of jobs;
- Terms and conditions of employment/volunteering agreement;
- Training, career development and progression;
- Grievance and disciplinary procedures;
- Performance;
- Relationships between members of staff and volunteers;
- Treatment of employees and volunteers when their contract or volunteer agreement ends.

Positive action

The charity may elect to utilise positive action where permitted by legislation. Positive action is action an employer takes to achieve greater equality in its workforce.

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General positive action may be taken to provide appropriate conditions and facilities to meet the special needs of disadvantaged or underrepresented groups or to enable or encourage participation.

General positive action may be taken where:

- R-evolution reasonably thinks that where persons share a protected characteristic those persons suffer a disadvantage connected to that characteristic; or
- They have needs that are different from the needs of those that do not share that characteristic; or
- There is disproportionately low participation in an activity by persons who share a protected characteristic.

R-evolution will only elect to utilise positive action where it is deemed appropriate as a proportionate means of achieving a legitimate aim. Any action taken will be in accordance with legislation.

Publicising and Advertising Vacancies

- All vacancies shall be advertised internally to both staff and volunteers and if necessary, the post shall be advertised externally.
- All recruitment material and processes, including advertisements will be available, or be offered, in a variety of media that reflects the basic requirements of the post. A copy of this policy reflecting R-evolution's intentions will be available for applicant's information.
- Potential applicants shall be given clear and accurate information about posts through a job description and person specification that includes only requirements that are necessary and justifiable for the effective performance for the job.
- All recruitment advertisements shall draw attention to the fact that R-evolution is an equal opportunities employer.

Recruitment

- Recruitment practice and procedures shall be as open and barrier-free as possible.
- Application forms and other supporting material shall be free of personal questions, including date of birth or requests for information from which inferences could be drawn as to the status of an individual that are irrelevant to the job description. Details of age groups are required on the equal opportunities form for monitoring purposes only and will not be included in the decision-making process.
- R-evolution will regularly review their selection criteria, job descriptions and personal specifications to ensure compliance with this policy.
- More than one person shall be involved in shortlisting and selection for interview, and all involved shall have received training in equality and diversity.
- Questions and selection tests shall relate to the requirements of the job and shall be carried out by staff trained in carrying out the tests and the assessment of results.
- No applicant shall be disadvantaged by an interview's timing, location, or facilities.
- Reasons for selection or rejection of applicants shall be recorded for feedback if requested.

Enquiries about disability and health during recruitment of staff or volunteers

As an equal opportunities employer R-evolution will not ask about the health of an applicant (including whether they are disabled) prior to either offering work or volunteering opportunity to the applicant unless an exemption applies.

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The only circumstances in which R-evolution may make pre-employment health enquiries are:

- To establish whether the charity has a duty to make a reasonable adjustment in respect of an interview/assessment process;
- To establish whether the applicant will be able to carry out a function that is intrinsic to the work concerned;
- To monitor the diversity of applicants;
- To implement positive action in employment for disabled people;
- To recruit appropriately where having a particular disability is a requirement of the role;
- To comply with national security vetting requirements.

Promotion of equal opportunities and observance of the policy

Each employee and volunteer of R-evolution has an obligation to promote an equal opportunity environment within the charity. As our employee/volunteer, you have a duty to always observe and apply this policy. You must not:

- Discriminate against or harass colleagues, other employees/volunteers, trainees or job applicants;
- Discriminate against or harass visitors, clients, customers, suppliers, consultants, or contractors;
- Discriminate against or harass members of the public in the course of your duties, irrespective of whether such conduct occurs on company premises;
- Induce, or attempt to induce, others to practise unlawful discrimination;
- Victimise individuals who have made allegations or complaints of discrimination, or provided information about such discrimination.

Violation of this policy is a serious offence and could result in disciplinary action and/or summary dismissal.

Promoting accessibility

R-evolution promotes accessibility, by providing services that:

- people can use, without spending too much time and money
- are sensitive to the different cultures of the people using them.

Promoting participation

R-evolution policies, processes and programmes are developed based on real need. This means that the people who are affected by them are involved in their development. R-evolution know that there are groups that are traditionally under-represented, so we work with those groups to establish structures and provide them with a more active role in shaping the work that we do. In this way R-evolution are able to encourage participation, openness and honesty.

Promoting equality of opportunity

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R-evolution recognise that some groups commonly experience poorer access to employment, have fewer training opportunities and are under-represented in the workforce, particularly at senior level. In addition, we know that not all groups have the same access to services and their experiences of receiving services may be poorer. R-evolution believe that to level the playing field we may need to treat people differently to help them have the same chance to take part in employment and service opportunities.

Promoting inclusive communities

R-evolution aim to promote a cohesive community where people feel they belong, where their lives are appreciated and valued, and where people with similar life opportunities develop strong, positive relationships with people who are from different backgrounds.

Reducing disadvantage and exclusion

R-evolution fund initiatives that deal with the causes of disadvantage and exclusion and target our money to fund projects that help include groups at greatest risk. Our understanding of disadvantaged and excluded considers factors like people's experience of discrimination.

Customers, Learners, Placements, Clients, Service Users or other organisations.

R-evolution recognises that its operations impact on people's lives and their communities. We will ensure that the services we deliver will be relevant to local needs and local people and ensure that these services are accessible and appropriate for all sections of those communities. These services will not only be accessible in terms of their design, but also our marketing will be in accessible formats for the communities that they are intended for and in addition appropriate standards of behaviour are expected by partner/subcontracted organisations also.

R-evolution cannot deliver this high level of service provision in isolation and will work with partner organisations who specialise in working with certain groups of people to help ensure that all groups get the best and most appropriate services.

We expect that customers, learners, placements, client's, service users or other organisations, share our views of equality and diversity and will work with us to promote this within R-evolution.

Compliance with this Policy

The CEO will, with the assistance and co-operation of trustees, employees, and volunteers, take steps to ensure compliance with this policy. This will include regular reviews of equality issues, monitoring activities and complaints. All employees and volunteers of R-evolution will also receive adequate training on the correct operation of this policy.

If you feel that you have been treated in a manner that is not in accordance with this policy, please initially raise the matter with your manager. R-evolution takes such matters seriously and aims to resolve any complaints in accordance with its grievance procedure. If there is a good reason as to why you are unable to raise this matter initially with your manager, please

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contact the People Development Manager in relation to your complaint. All complaints will be treated seriously and, where possible, in confidence. For further details please refer to the employee and volunteer handbooks, the policy and procedure on the P Drive and request copies from the People Development Manager