

# EQUALITY & DIVERSITY

## Equality, Diversity & Inclusion Policy

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## **1. Purpose**

CPSL Mind is committed to promoting equality and diversity within a culture that actively values difference and recognises that people from different backgrounds and experiences can enhance the way we work. CPSL Mind aims to be an inclusive organisation, where diversity is valued, respected and built upon, with ability to recruit and retain a diverse workforce that reflects the communities it serves.

CPSL Mind is also committed to compliance with relevant equality legislation, the Equality Act 2010, Codes of Practice and relevant best practice guidance.

CPSL Mind aims to pro-actively tackle discrimination or disadvantage and aims to ensure that no individual or group is directly or indirectly discriminated against for any reason with regard to employment or accessing its services.

However, the organisation acknowledges that our services may not always be able to meet the needs of everyone, especially in the format we are funded and the types of services that we are contracted to deliver by our commissioners.

Issues regarding harassment and bullying are covered in the Harassment and Bullying Policy. For issues regarding recruitment refer also to the Recruitment Policy.

## **2. Definitions**

Equality can be described as breaking down barriers, eliminating discrimination and ensuring equal opportunity and access for all groups both in employment, and to goods and services; the basis of which is supported and protected by legislation.

Diversity can be described as celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for CPSL Mind.

Inclusion can be described as ensuring that all people, regardless of their abilities, or any potential challenges or health care needs, have the right to be included and respected as valuable members of their communities.

Equality and Diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed and taken account of.

### 3. Policy Statement

CPSL Mind is committed to encouraging a supportive and inclusive culture across the whole organisation, promoting diversity and inclusion, and eliminating discrimination across the organisation and its services.

As an employer, our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. All volunteers and employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When the organisation selects candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

As a service provider, our aim is to ensure equality, diversity and inclusivity across all of our services. Our vision is a society in which everyone has positive mental health and feels part of a connected community. We strive to achieve this by making sure people from all sections of the community have fair and equal opportunities to access services.

This statement reinforces our commitment to providing equality and fairness to all. We will not discriminate or provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

#### Our Commitment

This organisation will:

- create an environment in which individual differences and the contributions of all are recognised and valued
- create a working environment that promotes dignity and respect for every employee
- not tolerate any form of intimidation, bullying, or harassment
- make training, development, and progression opportunities available to all if appropriate
- encourage anyone who feels they have been subject to discrimination to raise their concerns so that they can be addressed
- ensure employees demonstrate our values and treat everyone with dignity and respect
- regularly review all our practices and procedures to ensure that fairness is maintained at all times

CPSL Mind will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness across the organisation. The policy will also be drawn to the attention of funding agencies, stakeholders and job applicants.

Our policy will be monitored and reviewed regularly to ensure that equality and diversity is continually promoted in the workplace.

#### **4. Promoting Equality and Diversity in Practice**

CPSL Mind will not tolerate processes, attitudes and behaviour that amounts to direct discrimination, associative discrimination, discrimination by perception, indirect discrimination including harassment (harassment by a third party), victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping. CPSL Mind will not tolerate any behaviour from staff which breaches our equality and diversity policy. Any such breaches will be regarded as misconduct and may lead to disciplinary action including dismissal from employment without notice.

CPSL Mind will distribute and publicise this policy statement throughout the organisation and elsewhere as appropriate. We will also take care that our publicity material presents appropriate and positive messages about equality and diversity.

**Organisational Policies:** All CPSL Mind policies are designed to promote equal opportunity and protection against discrimination for all employees. These policies are reviewed regularly.

**Work / Life Balance:** CPSL Mind is committed to helping its employees fulfil their potential at work whilst finding the right work/life balance. Requests for flexible working will be processed in line with our Flexible Working Policy.

**Monitoring:** CPSL Mind recognises the importance of monitoring, reviewing and reporting on its equality and diversity policy and practice and to measure progress in meeting our policy statement. We seek to do this through a variety of measures such as our Staff Survey, review of equality monitoring data for recruitment, and our services' project reporting data.

**Training:** CPSL Mind is committed to ensuring its staff and managers are trained in equality and diversity and aims to ensure that adequate training is provided so that managers are able to operate this policy. Examples include specific training on race, gender, gender identity, disability, sexuality, age and religion or belief, in accordance with the requirements of the law and good practice.

**Complaints:** CPSL Mind takes all claims of discrimination, bullying and harassment, and victimisation very seriously and will take appropriate action against those concerned. We recognise that discrimination covers all behaviour including remarks and insinuation, both verbal and non-verbal, which cause offence. CPSL Mind will deal with any complaints in relation to discrimination in line with relevant organisational policies and procedures. (Please refer to our Code of Conduct, DBS, Recruitment, Grievance and Complaints Policies).

## 5. Responsibilities

The Board of Trustees is responsible for the content of this policy and will review it every three years or when changes are made to relevant legislation.

The CEO has overall responsibility for ensuring the culture and systems of the organisation facilitate implementation of the policy.

Managers are responsible for implementing this policy as part of their day-to-day work, including:

- Applying employment policies and practices in a fair and equitable way
- Ensuring equality and diversity issues are addressed in performance
- Ensuring all staff act in accordance with the equality and diversity policy providing necessary support and direction
- Effectively manage and deal promptly when investigating issues relating to potential discrimination

Employees and volunteers are responsible for implementing this policy as part of their day-to-day work, including:

- Implementing the policy in their day-to-day work and their dealings with colleagues, volunteers and clients
- Ensuring their behaviour is appropriate to the policy and that they treat people with respect and dignity
- Not discriminating against other employees or service users
- Notifying their line manager of any concerns with regard to the conduct of other employees, service users or third parties.