

Huntingdon Carnival: Equality, Diversity and Harassment Policy

1. Statement of intent

HC recognises that we live in a multifaceted society and believes that cultural diversity positively enriches our society. We believe that many people experience discrimination or lack of opportunity for reasons that are not far. These include:

- Race
- Appearance
- Religion
- Beliefs
- Age
- Gender
- Colour
- Marital status (including civil partnership)
- Pregnancy and maternity
- Gender reassignment
- Nationality
- Sexual orientation
- Class
- HIV status
- Culture
- Responsibility for dependants
- Ethnic origin
- Trade Union or political activities
- Disability

We aim to create a welcoming environment free from unintentional or intentional discrimination. HC recognises that equality of opportunity and good relations are fundamental components of a civilised society.

Our policy is to establish and maintain an environment at work and at our events that respects and values each other's differences. We see these differences as an asset to our work, as they improve our ability to meet the needs of the organisation and people we serve.

In the provision of services, we will treat all involved e.g. beneficiaries, visitors, performers, staff, volunteers, contractors and suppliers fairly and courteously at all times.

We will challenge discrimination and lack of opportunity in our own policies and practiced and will help other organisation and individual to do the same. HC has adopted this policy as a means of ensuring that these aims are met and maintained.

2. Objectives of the policy

2.1 To ensure that everyone knows we have an equality, diversity and harassment

policy, and the importance that we attach to the policy, both to comply with legal requirements and to observe good practice.

2.2. To ensure that all staff and volunteers are aware of their personal duty under current legislation, which prohibits discrimination in the workplace.

2.3 To provide equal opportunities in recruitment, promotion, training and development.

2.4 To ensure that contracted services and volunteers are selected on the basis of relevant qualifications, skills, attitude and abilities they possess.

2.5 To encourage all staff to take advantage of suitable opportunities for training and development.

3. *What is discrimination?*

HC believes that discrimination can take one or more of the forms below:

Direct discrimination is treating one person less favourably than others in the same or similar circumstances or segregating them from others solely because they are, for example, a lesbian, a gay man or because they have a disability or illness. Refusing to employ or contract with someone who has the required skills because they are deaf or pregnant or for other reasons would similarly constitute such discrimination.

Indirect discrimination occurs where an individual is unjustifiably disadvantaged in employment or recruitment for a reason connected with his or her disability, unless discrimination cannot be avoided by making reasonable adjustment. A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. An example of discrimination would be failure to recruit a wheelchair user without first considering whether the working arrangements or premises can be easily adapted to suit his or her needs.

Discrimination by association occurs when there is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination occurs when there is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Abuse and/or harassment. Discrimination also covers actions which amount to abuse and/or harassment of people or groups of people because, for example they are a member of a national, racial or ethnic minority group, a woman, a lesbian, a gay man, or have a disability or illness. (See below on Harassment).

Victimisation occurs when a person is treated less favourable or is discriminated against because for example he/she has pursued or intends to pursue their rights in respect of alleged discrimination.

Institutional racism (Macpherson Report 1999) is the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen in the processes or attitudes and behaviour, which amount to discrimination, to unwitting prejudice, ignorance, thoughtlessness and racist stereotyping that disadvantages minority ethnic people. A racist incident is any incident which is perceived to be racist by the victim or any other person.

Discrimination in any of the forms stated above is unacceptable, regardless of whether there was any intention to discriminate or not.

4. Implementing equality of opportunity

4.1 Staff, contracted service providers and volunteer recruitment, training and employment decision will be made on the basis of fair and objective criteria.

4.2. The requirements of applicants and existing workers who have or have had a disability will be reviewed to ensure that wherever possible, reasonable adjustments are made to enable them to enter into or remain in employment with us. Every reasonable effort will be made to ensure that disabled workers/volunteers participate fully in the workplace and at events organised by HC.

4.3 Person and job specification will be limited to those requirements which are necessary for the effective performance of the job. Short-listing for interview will be carried out solely on the basis of the job specification. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of decisions.

4.4 Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunities.

4.5 Breach of this policy is a serious disciplinary matter and will include, where appropriate, termination of a contract for services or removal from being a volunteer to HC.

4.6 The ethnic, gender and age composition of our staff, trustees and volunteers will be monitored at all levels. After monitoring, positive and appropriate action will be taken to increase diversity where possible.

5. Provision of services

HC monitors the use of its service and events to ensure that they are accessible to all. Particular attention is given to ensure that all communications about the services it provides reflect the needs of disadvantaged groups. This includes the

language needs of different communities and special communication needs of people with sensory impairment, where reasonably possible. All staff, contractors and volunteers will be made aware of the disadvantages associated with mobility impairments or mental health problems.

5.1 Premises; HC will make every effort to ensure that any premises (including meeting venues) used in relation to the work are accessible

5.2 Purchasing: HC reserves the right not to purchase goods and services from agencies whose activities are contrary to the principles outlined in this policy.

5.3. Travel: HC recognised that not everyone has access to personal transport or is able to use it and we will plan our services and activities with this in mind.

6 Harassment

6.1 Statement of intent

HC recognises that harassment pollutes the working environment and can have a devastating effect on the health, confidence, and morale of those affected by it. HC further realises that it may also have a damaging effect on other staff, contractors and volunteers who are witness to it or who have knowledge of the behaviour.

We are committed to ensuring that all staff, contractors and volunteers work within an environment which respects their personal dignity and in which they are not threatened or intimidated because of their race, religion, beliefs, colour, nationality, class, culture, ethnic or national origin, disability, appearance, age, gender, marital status, gender reassignment, sexual orientation, HIV status, responsibility for dependents, or trade union or political activities.

We are committed to ensure that this safe environment related to our activities at events HC organises and to the provision of services.

Harassment is a disciplinary offence and could ultimately lead to dismissal for staff and volunteers or termination of a contract for services. When harassment is sexual, racial or directed towards a disabled person on account of their disability such action may also amount to discrimination under the Sex Discrimination, Race Relations or Disability Discrimination Acts.

HC deplures all forms of harassment and believes there are no circumstances under which harassment in the workplace can ever be justified. Accordingly harassment will not be tolerated by HC.

A single incident can amount to harassment if sufficiently grave.

It is the impact of the behaviour upon the recipient that is the relevant consideration. The motive or intent behind the action is not necessarily relevant.

Examples of behaviour that may constitute harassment include:

- Physical contact ranging from touching to serious assault.
- Sarcastic personal remarks, embarrassing remarks or jokes, sexist and racist remarks, offensive language, leering, unwelcome comments about dress or appearance, gossip, slander and threats, obscene gestures, whether made in public or private and whether verbal, written or by e-mail or social media.
- Display or circulation of offensive material including calendars, posters and graffiti.
- Over-demanding requirements, constant undermining, persistent unnecessary criticism, isolation or non-cooperation at work and exclusion from social activities
- Coercion including sexual or other favours and pressure to participate in particular racial, political or religious groups.
- Intrusion into a person's life by pestering, spying or stalking.
- Suggestive or over familiar behaviour.
- Indecent behaviour.

This list is not exhaustive and each case will be thoroughly investigated and addressed on an individual basis.

6.3 Guidance for staff and managers

All staff, contractors and volunteers have a right to a working environment that is free from any form of harassment and have a responsibility to assist in creating an environment in which the dignity of staff, contractors, volunteers and participants at events is respected. All staff, contractors and volunteers can be proactive by:

- Being aware of what harassment is, the problems that it can cause and ensuring that their conduct does not contribute to incidents of harassment.
- Bringing to the attention of their colleagues/s that certain conduct or behaviour is causing concern or offence either to themselves or a colleague.
- Managers responding quickly, effectively and sensitively to any complaint, providing clear advice and support and maintaining confidentiality.
- Managers being alert to unacceptable behaviour, the appropriate action to be taken and ensuring that complaints are dealt with consistently.

7. HC policies and procedures

All other HC policies support our total commitment to equality and diversity.

8 Implementation and monitoring

Monitoring of this policy and its implementation is the responsibility of the Board of Trustees.

All staff, volunteers and others contracted to work for HC will be required to support our equality, diversity and harassment policy. Copies of this policy will be freely available to all of the above and any other interested party.

HC reserves the right to revise and reissue these guidelines to comply with any future legislation.

Approved August 2016.