



Equality, Diversity & Inclusion (EDI) Policy

The purpose of this policy is to provide diversity, equality & inclusion in employment and services, irrespective of gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, gender reassignment, religion or belief, marital status and social class. We oppose all forms of unlawful and unfair discrimination.

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1. Policy Statement

We recognise that discrimination is unacceptable. Equality of opportunity, diversity and inclusion have been long-standing features of our employment practices and procedures. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

1. We recognise that discrimination runs through all aspects of life and aims to challenge it, not ignore or condone it
2. The aim of the policy is to ensure that no board member, stakeholder, job applicant, employee, service user or volunteer is discriminated against either directly or indirectly on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, gender reassignment, sexuality, social status, religious belief, disability regardless of impairment/condition or mental health issue or age.
3. It is an accepted fact that many of the issues which relate to and impact upon the progress and advancement of diversity are related to employment practice and service provision.
4. Disability Equality North West will use its position and authority to assist in trying to overcome any structural, technical or perceived obstacles to diversity such as open access to the service, advice and guidance, signposting, promoting opportunities and support to increase opportunities from those currently under-represented groups.
5. A copy of this policy will be made available for all board members/trustees, employees, volunteers and service users and made known to all applicants for employment
6. The policy will be implemented in accordance with the appropriate statutory requirements and full account and consideration will be taken of all available guidance and in particular any relevant Codes of Practice which support best practice.

7. The organisation will challenge discrimination and discriminatory practices within its own organisation, member groups and the community.
 - Strive to create conditions that make it impossible for discrimination to operate.
 - At all times, examine, criticise and change any structure that perpetuates discrimination.
 - Take disciplinary action against anyone in the organisation or member organisations that make discriminatory statements, remarks or jokes.
8. We will seek to maintain a neutral working environment in which no service users, employee, worker or volunteer feels under threat or intimidated.
9. Acceptance of this policy is a condition of employment by the organisation and a condition of membership of the Management Committee.

2. Disability Equality Statement – Service Provision and Employment and Volunteering

As a DPO serving a pan-impairment community, DENW's overall aim is to further the human rights of disabled people and work within the ethos of the social model of disability.

It therefore strives to ensure that its services, events, building, information provision and staff and volunteering support are accessible to all.

The social model of disability requires that the barriers or elements of social organisation that exclude people who have impairments should be identified and removed. Examples of such barriers include:

- Inflexible organisational procedures and practices;
- Inaccessible information;
- Inaccessible buildings;

- Inaccessible transport;
- Discriminatory health and social support services.

Access to Information and services

Our information services are fully accessible through one to one visits, by telephone, by e mail and by Twitter and Facebook and SMS messaging (via text phone)

The information service offices are fully accessible with a loop system and private interview room if required.

We will ensure that all our information is provided in point 14 arial minimum and/or supply information in larger print for those that require it. On request we will endeavour to supply information in Braille/CD Rom or tape.

We have a range of information available from other organisations,, we endeavour to ensure its accessibility, but cannot always guarantee it. On request from the client however we will contact the organisation and request the information in an accessible format and remind them of their duties under the Equality Act (2010)

We will also supply easy read when necessary.

All e mail communication will be in point 14 arial

If someone has a visual impairment we will endeavour to read information to them.

An Interpreter, for those whom English is not their first language, or for our deaf and hard of hearing clients, communication support can be arranged with a minimum of a week's notice.

Accessible, picture supported directions to the Centre are available on request.

Support to volunteers

Revised by Management Committee at a meeting on 20 January 2021

We endeavour to offer individual person-centred flexible support to our volunteers to enable them to be part of Disability Equality North West and fulfil the duties of their allocated role.

If a volunteer needs specific support to carry out their duties he/she will be allocated another volunteer mentor until they feel comfortable and appropriate access support is in place.

Volunteers will be allocated their preferred role, if appropriate and if all access needs can be met. If this is not possible, they will be offered another role within DENW. Support is offered through supervisors and the Buddy Scheme to ensure the placement is appropriate and accessible.

We endeavour to support volunteers with their transport requirements; support to travel independently, enabling them to get a Now card, access to accessible transport and in certain circumstances taxis.

The information centre is fully accessible on ground level with accessible toilet facilities and loop system.

Meetings and Public Events

All our meetings are held in accessible venues and we endeavour to meet everyone's access needs.

All our meetings and events will be held in an accessible venue with level access or a ramp with clear signage, accessible toilet facilities and with a hearing loop.

We will ask people to inform us of their access requirements before an event or meeting. If they do not respond we may not be able to put everything in place.

Events will have appropriate signage in large print and easy read (picture supported).

We will endeavour to make sure that the information, i.e. agendas, minutes or reports are understood by all. (large print, picture supported, easy read if appropriate, on tape)

Volunteers can help to take notes for those that may be unable to take their own notes and need help

For consultation events a range of creative methods, such as graphic facilitation, will also be used.

3. Recruitment and Selection

1. The recruitment and selection process is crucially important to any equal opportunities and diversity policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. We will have a clear and transparent competence-based system for defining job roles.
3. All job descriptions will be in line with, and support our equal opportunities policy. Job requirements will be reflected accurately in any person specifications.
4. We will strive by recruitment and selection, to redress any imbalances in its' staffing in terms of gender, disability, ethnic origin, age and sexuality in so far as is possible within the law and within the community that we operate.
5. The organisation will be able to show that neither direct nor indirect discrimination takes place during the recruitment of staff. If the organisation has members of staff that are being made redundant, or if there is a likelihood of redundancy, those staff will be considered for any new positions, which match their skills if available at that time.
6. If the internal applicant/s is not successful in obtaining the post, the vacancy will be advertised publicly at the second stage of recruitment.
7. Before advertising any job vacancy a full job description and personal specification will be drawn up. These will identify the requirements of the job and the qualities and skills that are essential and those, which are desirable. The specification, the application form, and the job advertisement will be reviewed to ensure that they do not include non-essential qualifications or experience.

8. Advertisements and details sent out to job applicants will include the following statement:

“..... We welcome applications from disabled people from all sections of the community”

9. All job applicants will be asked to complete a monitoring form. The form will include the following explanation of the need for monitoring:

“Any organisation can simply state that it does not discriminate – this does not make it a reality. Monitoring is essential if we are to discover and eliminate discrimination in our services.”

10. Members of the shortlisting/interview panel will be drawn from the organisation’s Board/Management Committee. They will have the power to co-opt other appropriate members. Panel members must have undertaken training in equality and diversity and recruitment practices.

11. Anyone who considers that they have been discriminated against in the selection procedure will have the right of appeal to the Board/Management Committee.

12. We will make a reasonable adjustment to the various stages of the recruitment and selection process as well as within employment.

13. On request we will offer recruitment information in alternative formats, i.e. large prints, audio, Braille, CD Rom. We will also receive application forms via alternative methods.

14. Shortlisted candidates will be offered a reasonable adjustment to the interviewing procedure to ensure that they have an equal chance during the interviewing procedure, i.e. communication support, large print, accessible interview room, support or personal assistance.

15. New employees will be encouraged to apply for ‘Access to Work’ scheme if needed to enable them to fulfil the duties on their role.

4. **Training**

1. The organisation acknowledges the importance of diversity training as a key factor in the implementation of an effective Equal Opportunities Policy.
2. Provision will be made for all staff and Management Committee members to receive equality and diversity training.
3. Attendance at training on social model and diversity issues is compulsory. It is a condition of employment and membership of the Management Committee.

5. **Conditions of Service**

1. The Board/Management Committee will review and develop the conditions of service annually to ensure that they are not discriminatory.
2. It is a condition of service that trustees/management committee members and employees adhere to the Equality, Diversity & Inclusion Policy. Failure to do so may result in complaints and disciplinary measures being taken.

6. **Employee's Responsibilities**

1. Co-operation between staff and Management is essential to a successful Equal Opportunities Policy and staff will be consulted on all aspects of the policy and its implementation annually.

Employees will:

Not knowingly discriminate against colleagues or services users.

Abide by the organisation's Diversity Statement of Intent.

Challenge discrimination from all other staff, volunteers and service users and provide an account of all incidents to the Management Committee.

Attend diversity training, disability equality and other equal opportunities training as and when required.

Work to identify ways in which this policy can be made increasingly effective and to identify areas of service delivery based on need.

Participate in monitoring of service delivery and employment practice

Keep up-to-date on disability and discrimination legislation

7. Monitoring and Evaluation

The organisation recognises that acceptance of an Equal Opportunity Policy is not an end in itself. It is the effective implementation and development of the policy that matters. This cannot be achieved without monitoring.

The Organisation through the trustees/manager and other staff is responsible for carrying out monitoring and evaluation of all functions of the organisation including recruitment policy and service delivery.

Service Provision

The organisation recognises that a statement saying that any individual regardless of race, gender, sexuality, age or disability are welcome to use the service is not enough.

In order for services to be relevant and accessible to all groups, positive measures need to be taken to counter institutional discrimination. These measures include the following:

Resources:

The organisation will endeavour to ensure that its premises are accessible to everyone regardless of impairment/condition (see Disability Equality and Access statement)
Communication support, readers will be made available, by

arrangement, to those who need them. Efforts will be made to ensure that no one is excluded from participating in meetings and talks.

8. Developing Good Practice:

Training will be provided on issues relating to equal opportunities for staff, committee members and volunteers

Support mechanisms will be established to help staff, committee members and volunteers to confront prejudice if or when it arises in work situations.

The organisation will encourage all its member groups to adopt an Equality, Diversity & Inclusion Policy and procedures of their own and challenge all forms of discrimination.

9. Equal Opportunities Monitoring Form

Please tick or circle the following. You are not obliged to fill this in but it helps us to ensure that we are reaching all communities.

Ethnic Origin

How would you describe yourself

White British Yes/No

White other European Yes/No

Irish Yes/No

Black British Yes/No

African Caribbean Yes/No

African Yes/No

Asian Indian Yes/No

Asian |Pakistani Yes/No

Asian Bangladeshi Yes/No

Chinese Yes/No

Polish Yes/No

Other (please state)

Gender

Male Yes/No

Female Yes/No

Sexuality

Heterosexual Yes/No

Lesbian Yes/No

Gay Yes/No

Bisexual Yes/No

Transgender Yes/No

Asexual Yes/No

Prefer not to say

Disability

Do you identify as Disabled Yes/No

Age

18-21	Yes/No
21-28	Yes/No
28-35	Yes/No
35-45	Yes/No
45-55	Yes/No
55-65	Yes/No
65 +	Yes/No