



Equality, Diversity & Inclusion Policy

Aims

This policy is designed to ensure that Bonny Downs Community Association (BDCA) complies with its obligations under equality legislation and demonstrates its commitment to treating people equally and fairly. BDCA wishes to celebrate consistently and positively the differences we have as people. We affirm the importance of Equality, Diversity and Inclusion (EDI) because we:

- believe each person is unique, so should be treated with gentleness and respect;
- welcome all people;
- are committed to giving people equality of opportunity and treating all people fairly;
- acknowledge that in society certain groups and individuals are unfairly discriminated against;
- acknowledge our legal and performance obligations;
- recognise that nobody is without flaw, therefore checks and balances are appropriate to safeguard BDCA's processes, particularly of management, training and recruitment; and
- understand effective EDI policies are a key part of the achievement of a quality business.

As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce brings. This assists us to provide improved services and increase our understanding of our service users/clients.

BDCA aims to offer an inclusive and fair environment to service users, staff, volunteers and others with whom it has contact. It recognises and values people's differences and will assist them to use their talents to reach their full potential.

This policy is not contractual, but sets out the way in which BDCA aims to manage equality and address diversity in the workplace. We reserve the right to vary, replace or terminate it at any time.

This policy should be read in conjunction with BDCA's Anti-Bullying Policy and Sexual Harassment Policy.

Policy statement

BDCA is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined by the Equality Act 2010 as Protected Characteristics). In addition to these, BDCA will take positive steps to help redress the effects of unfair discrimination and disadvantage that has prevented people from accessing community facilities including on the basis of culture, caste, class, political beliefs and offending background, gender, responsibility for

dependants, health, appearance, HIV status, and any other specific factors which may result in discrimination.

BDCA will do all it can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

BDCA will do all it can to ensure:

- All employees, volunteers and service users have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination;
- All employees, volunteers and service users are free from harassment and bullying of any description, or any other form of unwanted behaviour;
- All employees, volunteers and service users are not discriminated against because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

Scope of the policy

The policy applies to:

- Job applicants
- Employees
- Workers
- Contractors
- Students and those on work placements
- Volunteers, including trustees
- Service users
- Others with whom BDCA comes into contact.

The policy applies to all stages of employment including recruitment and selection, promotion and training.

Legal requirements

BDCA is committed to EDI and wholeheartedly accepts its legal obligations under:

- Equality Act 2010 Worker Protection
- Employment Rights Act 1996
- Part time working regulations 2000
- Rehabilitation of Offenders Act 1974
- Equal Pay Act 1970
- Employment Equal Treatment Framework Directive 2000 (as amended)
- Protection from Harassment Act 1997
- Human Rights Act 1998
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Racial and Religious Hatred Act 2006

- Enterprise and Regulatory Reform Act 2013
- any Codes of Practice issued by the Equality and Human Rights Commission

plus any amendments to the above legislation.

Definitions

Under the Equality Act 2010, prohibited conduct includes direct discrimination, indirect discrimination, discrimination arising from disability, harassment, and victimisation. These are defined below:

- **Direct discrimination** occurs where someone is treated less favorably directly because of:
 - a protected characteristic they possess; and/or
 - a protected characteristic of someone they are associated with, such as a friend, family member or colleague – this is direct discrimination by association; and/or
 - a protected characteristic they are thought to have, regardless of whether this perception by others is actually correct or not – this is direct discrimination by perception.
- **Indirect discrimination** occurs when a policy, rule or procedure applies to everyone but has a disproportionate impact on people with a protected characteristic. It is usually less obvious than direct discrimination and can often be unintentional.
- **Discrimination arising from disability** is where someone with a disability is substantially disadvantaged because there has been a failure to comply with the duty to make reasonable adjustments to avoid such disadvantaging.
- **Harassment** is defined as 'unwanted conduct' and must be related to a relevant protected characteristic or be 'of a sexual nature'. It must also have the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
- **Victimisation** is where someone is subjected to detriment because they have (or are believed to have) made an allegation or given evidence in good faith of a contravention of the Equality Act 2010.
- **discrimination by association:** an individual is discriminated against because they associate with someone, e.g. a family member, who possesses a protected characteristic
- **discrimination by perception:** an individual is perceived as having a protected characteristic, irrespective of whether or not this perception is correct

Responsibilities

Employees and volunteers (including trustees) of BDCA have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the CEO and Senior Leadership Team.

Breaches of this policy by employees and contractors may be dealt with under the disciplinary procedures. Breaches of this policy by volunteers (including trustees) may jeopardise their position within BDCA.

Employees, contractors, volunteers and trustees are also personally liable under equality legislation for any act of unlawful discrimination.

Each individual fulfilling a role for BDCA has a responsibility to:

- act in ways that respects and values the diversity of others;
- attend appropriate training arranged by BDCA regarding EDI issues;
- encourage fairness in dealings with service users or other members of the organisation;
- offer choices when working with service users;
- challenge any behaviour that could be interpreted as unfair discrimination;
- listen to and respect others and discourage discriminatory speculations and behaviour;
- acknowledge the freedom of people, of all faiths or none, both to hold and to express their beliefs and convictions respectfully and freely, within the limits of the UK law;
- never impose religious faith/ethos on others.

Reporting suspected discrimination

Employees and volunteers who feel that they have suffered any form of discrimination should raise the issue by following BDCA's grievance procedure.

Service users who feel that they have suffered any form of discrimination should raise the issue as per BDCA's complaints procedure.

Employees, volunteers and service users should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of BDCA. BDCA will not tolerate any harassment from third parties towards its employees/volunteers/service users and will take appropriate action to prevent it happening again.

If an employee, volunteer, or service user witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them, they should also use this procedure.

Bullying and harassment

Bullying and harassment, i.e. conduct that violates a person's dignity, or behaviour against an individual that is intimidating, degrading, offensive, humiliating or malicious will not be tolerated. It may be persistent actions or an isolated incident, and can take many forms from relatively mild banter to actual physical violence. It includes not only situations occurring whilst at work, but also at any time on our premises, or externally whilst attending social functions or training courses etc in the course of our employment. It also includes emails, phone calls and texts made outside of work using either our or the worker's own equipment, as well as via social media sites.

Any acts of bullying or harassment committed in the course of employment with BDCA will not be tolerated. Any individual who feels that they have been subjected to minor harassment or bullying should, where they feel able to do so, inform the perpetrator, either verbally or in writing, that the behaviour is unacceptable to them and it must stop. Where you feel unable to do this, you are encouraged to take your concern in confidence to your line manager and request them to approach the person on your behalf, or help you in taking such actions. This may be particularly effective if the perpetrator is a service user or external stakeholder of the organisation.

If the concern relates to their line manager, the employee should take it to the CEO or to the Chair of Trustees as appropriate.

Where this fails, or a serious incident of bullying or harassment occurs, the worker should refer to our Grievance Procedure (or, if a volunteer or casual or agency worker, discuss their concern with a manager).

Equally, anyone who witnesses incidents of harassment or bullying should report this to their line manager or the CEO who has responsibility for HR & Pastoral issues.

Serious examples of bullying and harassment may constitute gross misconduct which could lead to summary dismissal, in accordance with our Disciplinary Procedure.

This is covered in more detail with BDCA's [Anti-Bullying Policy](#) and should be read in conjunction with that document.

Implementation of the policy

General

All staff, trustees and volunteers will be involved in creating an environment of equality and one that values diversity. In carrying out the policy, BDCA undertakes to:

- Ensure that any amendments to any legislation relating to discrimination are met and adhered to;
- Ensure EDI become integral features of all BDCA activities;
- Enable disadvantaged groups and individuals to benefit from our services;
- Help redress the effects of discrimination and disadvantage;
- Deal effectively with all forms of discrimination.

Staffing

In relation to employees, volunteers and contractors, BDCA will ensure that:

- All staff and prospective staff are treated fairly and with respect at all stages, including:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities
- Recruitment, training and progression is based on qualifications, experience and abilities for all roles within the organisation; Every individual will be assessed according to his or her personal capability to carry out a given job/role;
- Ensure that all employees are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value;
- Equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures;
- All relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment or volunteering tasks and opportunities.
- We encourage staff to disclose on recruitment any health or accessibility conditions that may need adjustment in the workplace (or in their regular 1-2-1 sessions for conditions that arise

during their employment). BDCA will ensure a suitable care plan agreement is drawn up by between the employee and line manager, or in more complex cases would offer and instruct an Occupational Health Assessment.

- We review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

Communications

The policy will be communicated throughout BDCA by:

- Making a copy of the policy available to prospective applicants;
- Ensuring all new starters have the opportunity to discuss the policy with line managers/ colleagues;
- Making use of team meetings to discuss the policy and defining areas where practice could be improved;
- Providing non-discrimination selection training for managers who are recruiting;
- Providing EDI training and guidance to staff and volunteers (including trustees);
- Including reference to abiding by the policy in staff terms and conditions/ volunteer agreements;
- Incorporating specific responsibilities into job/role descriptions.

Working with partners

In selecting partners BDCA will seek to work with others who uphold similar values and attitudes towards people. In assessing their commitment to EDI, BDCA may:

- Ask to see their policy
- Ask what they do in practice, including monitoring the policy.

Users of our service

We will make our services accessible by:

- Reflecting diversity in promotional material;
- Appropriate use of language/ formats / fonts/ size;
- Considering whether information should be available in alternative formats;
- Considering locations where the organisation's services are promoted /advertised;
- Considering accessibility of locations from which the service is provided;
- Considering the diversity of staff/ volunteers in relation to service users, and service users in relation to the local community;
- Considering the impact of proposed new services on the user group.

Monitoring

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to both staff and to service users and methods used will include capturing and reviewing:

- information of location of service users;
- information on how they heard of your service/ accessed your service;
- elements of the service used by people.

Implementation, monitoring and review of this procedure

This policy was ratified by the Board of Trustees on 15 March 2022.

The CEO has overall responsibility for implementing and monitoring this procedure, which will be reviewed on a regular basis following its implementation and may be changed from time to time.

Signed and dated by David H Mann. Chair of Trustees

David Mann, 3 March 2026

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
3	Board	11/03/2025	Aligned with Anti-Bullying policy and version control added.	Annual
4	Board	03/03/2026	Para added re reasonable adjustments; link to Anti-Bullying policy added.	Annual