

Approved by Management Committee 25/11/23

GROUP POLICY

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| Date Issued | November 2023 |
| Department | Corporate |
| Title | HR Equality & Diversity Policy |
| Objective | To describe our arrangements for making sure that we apply the principles of Equality & Diversity in all our HR activities. |
| Responsible | Chief Executive |
| Next Review Date | November 2028 |

This policy should be read in conjunction with our Code of Conduct for Employees, our Dignity at Work Policy and our Equality & Diversity Policy.

1.0 Introduction

- 1.1 The Association has an Equality & Diversity Policy, which details how we will apply the principles of equality and diversity in all activities that relate to our stakeholders. HR involves some specific Equality & Diversity practice, and so this separate Policy was developed to complement our overall approach.
- 1.2 This Policy identifies how we will apply the principles of equality and diversity to the following HR specific areas:
 - Recruitment, Selection and Succession
 - Terms & Conditions of Employment
 - Training and Development
 - Redundancy Selection
- 1.3 This Policy should be considered in conjunction with our overall Equality & Diversity Policy.
- 1.4 All employees are required to abide by this policy. We oppose all forms of unlawful discrimination in relation to employment.

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2.0 Policy Principles

This policy aims to:

- 2.1 Ensure equality and diversity practices (in line with the Equality Act 2010) are implemented into our HR practice, and ensure that employees are treated with fairness and respect.
- 2.2 Ensure implementation of fair and just employment practices ensuring that no job applicant or employee will receive less favourable treatment on any grounds.
- 2.3 Ensure people are recruited and employees promoted solely based on their own merit, experience, ability and potential. This applies throughout the entire duration of employment as all decisions will be based on only relevant merits.
- 2.4 Provide an environment appropriate to the needs of those from all walks of life and offer a culture that respects and values each other's differences and promotes dignity, equality and diversity.

3.0 Recruitment, Selection and Succession

- 3.1 As noted within this Policy at Section 2.3, all recruitment, selection and succession decisions will be based completely on the merits and abilities of candidates alone and no other criteria will be used. In order to achieve this, equality and diversity practices will be integrated into every stage of recruitment, selection and succession processes.
- 3.2 To highlight our commitment to promoting equality and diversity from the beginning of the employment relationship, all vacancies will be aimed at as wide a group as possible and any advertisement for a vacancy within the Association will state that an Equality & Diversity policy is in place. In addition, the advert will also display any signs of equality bodies that we are affiliated with. The information contained in the advert and all vacancy literature will be clear and accurate to attract the most appropriate candidates from all groups across society, to allow them to decide their own suitability for the vacancy and whether they wish to proceed with applying.
- 3.3 For those that wish to apply, we will ensure that all applications have clear instructions for completion and application forms will be free from personal questions that are not relevant to the vacancy and that may lead to discrimination.

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- 3.4 We will ensure all staff involved at any stage in the recruitment and selection process will receive equality and diversity awareness training. This will ensure that those involved in the recruitment process will not discriminate either knowingly or unknowingly by asking any questions which may lead to discrimination.

4.0 Terms & Conditions of Employment

- 4.1 As part of the employment relationship being covered under this Equality & Diversity policy, all contracts of employment will be issued in accordance with the job role and not the job holder. Employee's Terms & Conditions will be standard across all employees regardless of any of the protected characteristics. Employees will not receive less favourable Terms & Conditions for any reason other than relating specifically to the job role and the grade it attracts.

5.0 Training and Development

- 5.1 Equality and diversity will apply throughout all training activities and resources. Training and development opportunities will be given to all employees according to their job role. It is crucial that all employees are able to participate and enjoy any training opportunities or activities without discrimination or fear of harassment. Every attempt will be made to ensure learning materials will provide a positive image of people reinforcing an image and of equality of opportunity.

6.0 Redundancy Selection

- 6.1 Redundancy selection will be made according to the statutory requirements and in line with our Terms & Conditions. Criteria will be discussed with the Trade Union and or nominated representatives. The criteria will be set out and will be objectively fair and consistent. This will ensure that employees selected for redundancy are selected according to the chosen selection criteria and not in any discriminatory way either indirectly or directly.

7.0 Policy Implementation

- 7.1 We will ensure that all new employees and Management Committee members will receive information in their induction about this Policy.
- 7.2 Appropriate training and guidance will be available to promote equality and diversity among staff.

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- 7.3 This Policy applies to everyone in the Association and everyone has a responsibility to be alert to discriminatory behaviours and practices should they occur.

8.0 Misconduct

- 8.1 All staff should understand they, as well as their employer, can be held liable for acts of discrimination, bullying, harassment and victimisation in the course of their employment, against fellow employees, Management Committee Members, members of the public, contractors and stakeholders.
- 8.2 We will take seriously complaints of discrimination, bullying, harassment and victimisation by fellow employees, Management Committee Members, members of the public, contractors and stakeholders.
- 8.3 Such acts will be dealt with as misconduct under our Grievance and/or Disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

9.0 GDPR Compliance

- 9.1 The organisation will treat personal data in line with our obligations under the current data protection regulations and in line with our own Privacy Policy. Information regarding how your data will be used and the basis for processing your data is provided in our employee Fair Processing Notice.

10.0 Monitoring and Review

- 10.1 The Chief Executive will ensure that this policy is reviewed every five years and any recommended changes must be approved by the Management Committee. The absence of such a review will not cause it to lapse.