

# MONKLANDS Women's Aid Equality and Diversity Policy

## 1 Policy Statement

MONKLANDS Women's Aid recognises that many individuals and communities experience unlawful and unfair discrimination and oppression on the grounds of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity (protected characteristics).

MONKLANDS Women's Aid believe that equality for all is a basic human right and actively oppose all forms of unlawful and unfair discrimination in line with The Equality Act 2010. MONKLANDS Women's Aid celebrates the diversity of society and is striving to promote and reflect that diversity within this organisation.

MONKLANDS Women's Aid is an Equal Opportunities organisation.

In pursuit of its aims, MONKLANDS Women's Aid intends to undertake a continuing review of all its policy and practice, and will in particular:

- continually explore how inequalities affect our society and the implications for our work and our organisation;
- strive to ensure that MONKLANDS Women's Aid staffing reflects the multi-cultural composition of our society.

MONKLANDS Women's Aid will take positive action to encourage others to undertake similar initiatives based on this declaration of intent.

Monklands Women's Aid will monitor and review this policy *every three years* and/or when there are relevant changes in legislation, regulation or other appropriate circumstances.

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## 2 Policy Aims

MONKLANDS Women's Aid will treat all people with dignity and respect, recognising the value of each individual. MONKLANDS Women's Aid is committed to eliminating all forms of discrimination in service delivery in line with The Equality Act 2010, employment and governance on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity or responsibility for dependants, HIV/Aids status, or Trade Union membership.

MONKLANDS Women's Aid will regularly review all of its procedures and practices to ensure that no individual or group is put at a disadvantage either directly or indirectly in any of its activities.

MONKLANDS Women's Aid is committed to making this policy effective and will regularly review and monitor the results of this commitment, which will be demonstrated through MONKLANDS Women's Aid equality and diversity action plan.

MONKLANDS Women's Aid is committed to:

- preventing any form of direct, indirect or third party discrimination in our employment practice, in the governance of our organisation and in the delivery of our services.
- creating an environment in which individual differences and the contributions of all our staff, service users and trustees, are recognised and valued.
- creating a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- reflecting and respecting diversity in all aspects of our service provision.

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## **3 Responsibilities**

### **3.1 Employer's Responsibilities**

MONKLANDS Women's Aid will:

- develop, implement and promote the Equality and Diversity policy ensure that all relevant policies including; dignity at work, recruitment, employment and personnel policies are consistent with the Equality and Diversity policy
- ensure the policy is complied with at a practical level in recruitment and selection, service delivery, training and development and general management develop and implement an annual Equality and Diversity action plan
- collect and analyse Equality and Diversity monitoring information
- ensure that the Equality and Diversity policy is fully understood by all employees
- ensure that complaints are dealt with efficiently and effectively, review the Equality and Diversity policy

### **3.2 Employees Responsibilities**

All employees have a responsibility to:

- comply with this policy and ensure its consistent application on a day to day basis
- attend and participate in training on Equality and Diversity
- Bring any discriminatory behaviour to the attention of (*line manager or CEO*)

### **3.3 Equality and Diversity Action Plan**

MONKLANDS Women's Aid will develop an equality action group to ensure the development of Equality and Diversity in all areas of our work. The action group will be responsible for developing the Equality and Diversity Plan, Monitor and Review (see Appendix's 10.3.2) programme and bringing issues for development to the board of trustees for action. The programme will include governance of the organisation, employment policies and procedures and service provision.

### **3.4 Strategic and Business plans**

Equality and Diversity development and implementation will be incorporated in MONKLANDS Women's Aid strategic and business planning process and will address the development of Equality and Diversity within all areas of MONKLANDS Women's Aid work.

## **4 Equality in Employment**

Monklads Women's Aid will monitor and review this policy *every three years* and/or when there are relevant changes in legislation, regulation or other appropriate circumstances.

#### **4.1 Aims**

MONKLANDS Women's Aid aims to promote equality and diversity in its employment practices. Our long-term aim is that the composition of our workforce should reflect that of the community in which we work. We recognise the value of a diverse workplace where women from differing backgrounds, with different skills and abilities can bring new ideas to enable us to deliver high quality services.

#### **4.2 Recruitment and Selection**

MONKLANDS Women's Aid 'Recruitment and Selection' Policy details the non-discriminatory practice in the recruitment and selection process that all employees have a duty to follow.

MONKLANDS Women's Aid will conduct an Occupational Requirement assessment for every vacant post to establish if such a requirement is crucial to the post and if it is a proportionate means of achieving a legitimate aim.

#### **4.3 Developing and Retaining Staff**

MONKLANDS Women's Aid Induction and Support and Supervision policies provide the framework for MONKLANDS Women's Aid to identify training and development needs with all members of staff.

MONKLANDS Women's Aid Learning and Development, and Managing Absence Policies have also been developed to ensure that development opportunities and support are available to all staff and are managed in a fair and transparent manner.

#### **4.4 Dignity at Work**

MONKLANDS Women's Aid Dignity at Work Policy has been developed to provide a working environment which is free from harassment, bullying or intimidation. Such behaviour by any member of staff may result in disciplinary action under the terms of MONKLANDS Women's Aid Disciplinary Policy, which could result in dismissal.

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## **5 Equality in Service Provision**

### **5.1 Aims**

MONKLANDS Women's Aid provides accommodation, information and support services to women, children and young people who have experienced domestic abuse.

MONKLANDS Women's Aid recognises that women, children and young people may have differing needs because of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity, or responsibility for dependants, HIV/Aids status and is committed to providing equality of access and provision in all our services.

MONKLANDS Women's Aid will treat all users of our service with dignity and respect and will ensure that they access services without unlawful discrimination, harassment or victimisation.

### **5.2 Partnership**

MONKLANDS Women's Aid will work actively and positively in partnership with other agencies to ensure that information, support and accommodation services can be provided equitably to meet the diverse needs of women, children and young people who have experienced domestic abuse.

MONKLANDS Women's Aid will ensure our partners are aware of our policy on Equality and Diversity and our responsibilities with regard to third party discrimination. We will encourage our partners to develop policies, which reflect good practice in this area.

### **5.3 Consultation**

MONKLANDS Women's Aid will consult with service users in the review and development of services, policies and procedures.

### **5.4 Communication**

MONKLANDS Women's Aid will work to communicate effectively using a range of methods and where possible supply appropriate information material in different formats and languages.

### **5.5 Complaints**

MONKLANDS Women's Aid will ensure that our Complaints Policy and Procedure is easily accessible and provide information on organisations providing advice in making a complaint.

Monklands Women's Aid will monitor and review this policy *every three years* and/or when there are relevant changes in legislation, regulation or other appropriate circumstances.

## **6 Equality in Governance**

Governance in the charity sector can be defined as the systems and processes concerned with ensuring the overall direction, effectiveness, supervision, and accountability of an organisation in pursuing its charitable purposes.

As MONKLANDS Women's Aid is a charity, for the purpose of this policy, Board of Trustees will be used to define the people who have 'the general control and management of a charity'. This definition includes Worker Trustees, Directors and Committee Members.

### **6.1 Aims**

MONKLANDS Women's Aid aspires to achieve diversity in the membership of its Board of Trustees to reflect women in society. MONKLANDS Women's Aid will strive to ensure that a diversity of experience and identity are represented.

### **6.2 Recruitment of Trustees**

The MONKLANDS Women's Aid Board of Trustees will pro-actively encourage women from under represented groups in society to apply for positions with the organisation and/or stand for election.

The Board will seek to co-opt Trustees to the group, where and when appropriate, to redress under-representation from certain groups.

### **6.3 Training and support of Trustees**

Training, including Equality and Diversity training, will be provided as part of Trustees' induction and refresher programme.

MONKLANDS Women's Aid will provide support to the Board of Trustees to enable them to fulfil their responsibilities as administrators of the organisation.

### **6.4 Meetings**

Meetings of the Board of Trustees will be held in venues that are accessible to all and at times that recognise the diverse needs of the group.

Monklands Women's Aid will monitor and review this policy *every three years* and/or when there are relevant changes in legislation, regulation or other appropriate circumstances.

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## **7 Complaints**

### **7.1 Service Delivery**

Service Users concerns about a breach of this policy provided by MONKLANDS Women's Aid should be raised through the MONKLANDS Women's Aid Complaints Policy.

### **7.2 Employment**

MONKLANDS Women's Aid employees who feel that this policy has been breached or that they have been unfairly discriminated against in respect of their employment should raise this in the first instance with their (*line manager*). If an employee does not feel the issue has been dealt with to their satisfaction it can be dealt with formally under MONKLANDS Women's Aid Grievance Procedure.

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## **8 Training and Information**

All workers of MONKLANDS Women's Aid will receive a copy of the Equality and Diversity Policy and their role in implementing the policy will be fully explained. MONKLANDS Women's Aid, in the implementation of this policy, will identify any training requirements for workers.

MONKLANDS Women's Aids Equality and Diversity Policy will form part of the induction programme for all new workers.

Monklads Women's Aid will monitor and review this policy *every three years* and/or when there are relevant changes in legislation, regulation or other appropriate circumstances.

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## 9 Monitoring and Review

MONKLANDS Women's Aid recognises that genuine equality of opportunity can only be assessed by monitoring what is actually happening and then using this information to modify and improve our future action plans, policies and procedures.

MONKLANDS Women's Aid will monitor against specific targets set within specific policies and the Equality and Diversity Action Plan.

MONKLANDS Women's Aid will monitor and review this policy *annually* and/or when there are relevant changes in legislation or circumstances.

Monklads Women's Aid will monitor and review this policy *every three years* and/or when there are relevant changes in legislation, regulation or other appropriate circumstances.

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## 10 Appendices

### 10.1 Legislative and Regulatory Framework

MONKLANDS Women's Aid is responsible for complying with all legislation against discrimination and appropriate codes of practice. The Equality and Diversity Policy underpins all policies and organisational procedures. The table below lists the most relevant codes of practice and internal policies.

<b>Related legislation and codes of practice</b>	
Equality Act 2010	<a href="http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga_20100015_en.pdf">http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga_20100015_en.pdf</a>
SSSC Code of Practice for Employers of Social Service Workers	<a href="http://www.sssc.uk.com/about-the-sssc/multimedia-library/publications/60-protecting-the-public/61-codes-of-practice/1020-sssc-codes-of-practice-for-social-service-workers-and-employers">http://www.sssc.uk.com/about-the-sssc/multimedia-library/publications/60-protecting-the-public/61-codes-of-practice/1020-sssc-codes-of-practice-for-social-service-workers-and-employers</a>

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## **10.2 Related internal policies**

### **Related internal policies**

- a) Recruitment and Selection Policy
- b) Learning and Development Policy
- c) Managing Absence Policy
- d) Dignity at Work Policy
- e) Communication Policy

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### 10.3 Women's Aid Equality and Diversity Plan, Monitor and Review for 2015/16

#### 10.3.1 Employment

Identified Objectives	Specific actions	Target Date	Responsibility	Progress
Attain LGBT Charter Mark	Review current system to ensure inclusivity	2017-18	Management Team	Ongoing
Review existing policies, procedure & practices	Identify who will review procedures and practices	2016	Directors/Management	Completed – now ongoing monitoring processes in place
Analysis of Case Management System to reflect outcomes	Carry out analysis on current language used within the system. Identify any changes, plan with provider, implementation. Training for staff	2016	Administrator	2016 – Completed – invited Scottish Information Commissioner in (March 2016) to provide further training and analysis of systems
National Service Standards (initial 3year period concluding)	Engage with the process for certification/renewal	2016	Scottish Women's Aid	2016 achieved

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### 10.3.2 Service Delivery

Identified Objectives	Specific actions	Target Date	Responsibility	Progress
Review of all policies and procedures	Identify sub group; CEO, service users, staff	2016-17	Directors/CEO/Managers	Completed – now ongoing monitoring processes in place
Ensure service user influence service delivery	Invite service users to participation	On-going	Directors/CEO/Management/All staff	On-going
Review of Case Management System to ensure it reflects inclusivity	Identify staff to review format	2017-18	Administrations	On-going
Review of current service delivery	Identify participants for sub group to analyze effective provisions and detect areas of development	2017	Development day arranged May 2017	On-going

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### 10.3.3 Governance

Identified Objectives	Specific actions	Target Date	Responsibility	Progress
Continued training in governance and leadership	Regular training and engagement with funders	Ongoing	Directors	3 training events 2016 1 planned joint training event April 2017
Recruitment drive for experienced directors	Identify sub group to attend to the need	2016	Directors	On-going monitoring
Pensions	Identify provider	June 2016 staging date	CEO	In-Place and protocols and systems set up
Partnership working with specialist in Charity law, strategic planning, financial and governance responsibilities	Identification of specialist and arranging specifics of interaction	January 2017-18	CEO/Directors	Identified and awaiting appropriate date to meet

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