



## EQUALITY AND DIVERSITY POLICY

### 1 Introduction

Edinburgh Women's Aid is a women only feminist organisation which exists to provide services to women, children and young people experiencing or at risk of domestic abuse. The objective justification for the provision of a service provided by women for women is in recognition of the gendered nature of domestic abuse and the need for specialist services which provide safe spaces for women and children to recover from the trauma of abuse.

Edinburgh Women's Aid recognises that many individuals and communities experience unlawful and unfair discrimination and oppression. The Equality Act 2010 sets out the following "protected characteristics":

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

Under the Act EWA is not allowed to discriminate, harass or victimise another person because they have any of the protected characteristics. There is also protection against discrimination where someone is perceived to have one of the protected characteristics or where they are associated with someone who has a protected characteristic.

- Discrimination means treating one person worse than another because of a protected characteristic (known as direct discrimination) or putting in place a rule or policy or way of doing things that has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified (known as indirect discrimination).
- Harassment includes unwanted conduct related to a protected characteristic which has the purpose or effect of violating someone's dignity or which creates a hostile, degrading, humiliating or offensive environment for someone with a protected characteristic.
- Victimisation is treating someone unfavourably because they have taken (or might be taking) action under the Equality Act or supporting somebody who is doing so.

## **2 Policy Aims**

Edinburgh Women's Aid believe that equality for all is a basic human right and actively opposes all forms of unlawful and unfair discrimination. Edinburgh Women's Aid celebrates the diversity of society and is striving to promote and reflect that diversity within our organisation. It is Edinburgh Women's Aid's policy to extend the rights under the Equality Act 2010 in our employment and service delivery to include transgender and intersex identity, HIV/Aids status, caring responsibilities and Trades Union membership.

Edinburgh Women's Aid will keep under 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.

Edinburgh 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 Edinburgh Women's Aid Equalities and Diversity action plan.

Edinburgh Women's Aid is committed to:

- Preventing any form of direct or indirect 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.

## **3 Legislative and Regulatory Framework**

Edinburgh Women's Aid is responsible for complying with all legislation against discrimination and appropriate codes of practice, specifically:

- Trade Union and Labour Relations (Consolidation) Act 1992
- Rehabilitation of Offenders Act 1974
- Fixed Term Employees Regulations 2002
- Equality Act 2010

### **SSSC Code of Practice for Employers of Social Service Workers**

The Code of Practice sets out the responsibilities of employers in the regulation of social service workers. Edinburgh Women's Aid fully recognises its responsibilities under the terms of the Code of Practice, which includes implementing and monitoring a policy on equal opportunities.

## **4 Responsibilities**

### **4.1 Employer's Responsibilities**

Edinburgh Women's Aid will:

- develop, implement and promote this Equalities and Diversity Policy
- ensure that all relevant policies including; dignity at work, recruitment, employment and personnel policies are consistent with this Equalities 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 equalities action plan
- collect and analyse equal opportunities 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 this Equalities and Diversity Policy

## **4.2 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 equalities and diversity
- bring any discriminatory behaviour to the attention of their line manager

## **5 Equalities and Diversity Action Plan**

Edinburgh Women's Aid will develop an action plan to ensure the development of equal opportunities in all areas of our work. The action plan will include governance of the organisation, employment policies and procedures and service provision. The action plan will be developed on an annual basis by the equalities and diversity action group.

## **6 Planning**

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

## **7 Equality and Diversity in Employment**

### **7.1 Aims in employment**

Edinburgh Women's Aid aims to be an equal opportunities employer. Our long term aim is that the composition of our workforce should reflect that of women in the community. We recognise the value of a diverse workforce in which women from differing backgrounds, with different skills and abilities can bring new ideas to enable us to deliver high quality services.

### **7.2 Recruitment and Selection**

Edinburgh 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. Edinburgh 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.

### **7.3 Developing and Retaining Staff**

Edinburgh Women's Aid Support and Supervision and Appraisal Policies provide the framework for Edinburgh Women's Aid to identify training and development needs on an ongoing basis with all members of staff.

Edinburgh Women's Aid Appraisal Policy and procedures exist to ensure that resources are allocated in a fair and objective way.

Edinburgh Women's Aid Learning and Development, Training, 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.

### **7.4 Dignity at Work**

Edinburgh 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 Edinburgh Women's Aid Disciplinary Policy, which could result in dismissal.

## **8 Equality in Service Provision**

### **8.1 Aims in Service Provision**

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

Edinburgh Women's Aid recognises that women, children and young people may have differing needs because of their age, disability, gender reassignment, marriage and/or civil

partnership choices, pregnancy and/or maternity, race, religion and/or belief, sex, sexual orientation, transgender and/or intersex identity, HIV/Aids status, caring responsibilities and/or Trades Union membership. We are committed to providing equality of access and provision in all our services.

Edinburgh Women's Aid will treat all users of our service with dignity and respect and will work to ensure that they are provided without discrimination, harassment or victimisation.

### **8.2 Partnership**

Edinburgh 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.

Edinburgh Women's Aid will ensure our partners are aware of our policy on equal opportunities and encourage them to develop policies which reflect good practice in this area.

### **8.3 Consultation**

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

### **8.4 Communication**

Edinburgh 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.

### **8.5 Complaints**

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

## **9. Equality in Governance**

### **9.1 Aims in Governance**

Edinburgh Women's Aid aims for diversity in the membership of its Board to reflect women in society. Edinburgh Women's Aid wishes to ensure that a diversity of experience, identity and opinion is represented.

### **9.2 Information**

Edinburgh Women's Aid Memorandum and Articles of Association detail the non-discriminatory practice in recruitment and election of Board.

### **9.3 Recruitment**

The Board of Edinburgh Women's Aid will pro-actively encourage women from under represented groups in society to stand for election.

The Board of Edinburgh Women's Aid will seek to co-opt Trustees to the group, where and when appropriate, to redress under-representation from certain groups within the Board.

### **9.4 Training and support**

Training, including equalities and diversity training, will be provided as part of a Board induction programme.

Edinburgh Women's Aid will provide support to Trustees to enable them to fulfil their responsibilities as Trustees.

### **9.5 Meetings**

Decision making will always be within formal meeting structures to ensure all Trustees have the opportunity to be involved in discussion and decision.

Meetings will be minuted to ensure membership attendance and all decisions taken are correctly recorded.

Meetings of the Board will be held in venues that are accessible to all and at times that are suitable.

## **10 Complaints**

### **10.1 Service Delivery**

Complaints in relation to a service provided by Edinburgh Women's Aid will be dealt with under Edinburgh Women's Aid Complaints Policy.

### **10.2 Employment**

Edinburgh Women's Aid employees who feel 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 Edinburgh Women's Aid Grievance Procedure.

## **11 Training and Information**

All workers of Edinburgh Women's Aid will receive a copy of the Equalities and Diversity Policy and their role in implementing the policy will be fully explained. Edinburgh Women's Aid in the implementation of this policy will identify any training requirements for workers. Edinburgh Women's Aids Equalities and Diversity Policy will form part of the induction programme for all new workers.

## **12 Monitoring and Review**

Edinburgh 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.

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

Edinburgh Women's Aid will review this policy every three years and when there are relevant changes in legislation or circumstances. Feedback on the workability of otherwise of this policy is welcomed, comments should be made in writing to the CEO, Edinburgh Women's Aid.