

Holy Trinity Leicester Diversity, Equality and Inclusion Policy 2020

Document History

DATE	SUMMARY	APPROVED BY	NEXT REVIEW
August 2020	First Draft		
September 2020	First Release	Standing Committee	

1 Introduction

Holy Trinity Leicester (HTL) believes that all people are created in God's image and are loved by God. In his ministry Jesus showed God's love by his openness to all people, including those who were marginalised in his day.

HTL affirms its commitment to show the same openness to all people in today's world. It intends in spirit and in deed to promote equality of opportunity and diversity in all spheres of its activity and is committed to behaving as an equal opportunity organisation, within the bounds of relevant applicable church law.

HTL adheres to The Equality Act 2010 which recognises the following specific protected characteristics: gender, gender reassignment, race, disability, age, religion or belief, sexual orientation, marriage & civil partnership and pregnancy & maternity.

Equality, diversity and inclusion is central to the mission of HTL.

2 Scope

In accordance with HTL's commitment to issues relating to equality, diversity and inclusion all its staff, volunteers, consultants, suppliers, contractors and work experience placements, have a duty to act in accordance with this Policy, creating an environment free from discrimination.

3 Aim

The aim of this policy is to provide a framework of equality, diversity and inclusion in HTL's values:

- To ensure equality, diversity and inclusion are fully reflected in its employment practices and procedures.
- To ensure that it is compliant with the statutory employment duties under the Equality Act 2010.
- To ensure employment policies and procedures are monitored and reviewed so that they do not operate against its Equality, Diversity and Inclusion Policy.
- To ensure it attracts and retains a diverse workforce through appropriate recruitment and selection methods except in a matter of:
 - Occupational Requirement - in the light of the Church of England's Christian purpose and ethos it reserves the right to exercise legal exemptions under the Equality Act 2010 where it is declared that a Christian faith is integral to the work and requires membership of HTL or another recognised church;
 - Offending background - in any case where the criminal record history relates to the requirements of the post.

4 Definitions

4.1 Discrimination

- a) 'Direct Discrimination' is where a person is treated less favourably than another not on the merits of the case but on grounds of a protected characteristic.
- b) 'Discrimination by association' occurs where a person is directly discriminated against by association with another individual who has a protected characteristic.
- c) 'Discrimination by perception' is where a person is directly discriminated against based on a perception that the person has a particular protected characteristic even if the person does not actually possess that protected characteristic.
- d) 'Indirect Discrimination' occurs when a provision, practice or a criterion that applies to everyone but particularly disadvantages people who share a protected characteristic. Although equally applicable to all possible applicants, this may nevertheless be discriminatory because:
 - i. The number of persons of the same personal status who can comply with the requirement is considerably smaller than the number who cannot; and
 - ii. The requirement cannot be shown to be justifiable.

4.2 Harassment

This is unwanted conduct related to a protected characteristic which has the effect of violating an individual's dignity. There are three types:

- a) Harassment related to a protected characteristic
- b) Sexual harassment
- c) Less favourable treatment of a worker because they submit to or reject sexual harassment or harassment related to sex or gender reassignment

4.3 Victimisation

This occurs when an individual is treated badly or has suffered a detriment because they have made or supported a complaint or raised a grievance.

5 Roles and Responsibilities

All employees, under the leadership of the Incumbent (or Churchwardens during interregnum), are responsible for promoting equality, diversity and inclusion and conducting themselves in accordance with this policy. Particular responsibility lies with the Incumbent and the Parochial Church Council (PCC). The PCC will:

- Ensure that its commitment is communicated to all employees and volunteers fairly and responsibly including potential employees and volunteers, users of its services, and all those working for, or on behalf of, or providing a service to HTL including consultants, volunteers, interns, agency workers and those on work experience placements.
- Lead by example, encouraging equality, diversity and inclusion internally and externally.
- Be responsible for creating a climate where the differences that individuals bring are valued.
- Embed equality, diversity and inclusion in decision making processes.

The Senior Leadership Team (SLT) will:

- Foster good relations between all employees and volunteers, service users/providers and guests.
- Ensure that their direct reports attend equality, diversity and inclusion workshops periodically.
- Be responsible for the selection, management and promotion of employees and be given information and / or training to enable them to minimise the risk of discrimination.

All employees will:

- Ensure that equality, diversity and inclusion is taken into account in undertaking their work to serve HTL.
- Be aware of their responsibilities and report inappropriate behaviour/s and raise any incident/s that breach this policy and procedure with their line manager (or where the line manager is the subject of any such report they will communicate this to the Incumbent or Director of Operations).
- Familiarise themselves with this policy and procedure, ensuring that their practices are consistent with its contents.
- Undertake equality, diversity & inclusion training.

6 Recruitment and Selection

The principles of equality, diversity and inclusion are embedded within HTL's recruitment and selection procedures.

7 Breaches

If any employee believes that he/she has been subject to discrimination under this Policy, then he/she is encouraged to raise the matter with his/her line manager or supervisor.

Allegations regarding potential breaches of this Policy will be treated in the strictest confidence and investigated in accordance with the Grievance procedure. Employees who make such allegations in good faith will not be victimised or treated less favourably as a result.

False allegations which are found to have been made in bad faith will, however, be dealt with under the Disciplinary procedure.

Any employee who is found to have committed an act of discrimination will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. HTL takes a strict approach to serious breaches of this policy.