

St Edmundsbury Cathedral



Discrimination and Equal Opportunities Policy

Introduction

Chapter recognises that discrimination and victimisation is unacceptable. In fulfilment of this view, and in accordance with our legal obligations, most notably the Equal Opportunities Act 2010, Chapter's policy is to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (known as the **protected characteristics**).

The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic. Our aim is that our workforce will be truly representative of all sections of our community and each employee feels respected and able to give their best.

Aims of the Policy

We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our staff will not discriminate directly or indirectly, or harass colleagues or visitors because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Our Commitment

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.

- We will regularly review all our employment practices and procedures to ensure fairness.
- Breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings.

Responsibilities of Management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Administrator – People & Policies. Heads of Department will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination.

Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

Responsibilities of Staff

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

Third Parties

Third-party harassment occurs where the Dean and Chapter's employee is harassed, and the harassment is related to one of the protected characteristic, by third parties such as volunteers, congregation, contractors or visitors. The Dean and Chapter will not tolerate such actions against its staff, and the employee concerned should inform their manager at once that this has occurred. The Dean and Chapter will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Disability

Chapter will take all reasonably practicable steps to ensure that disabled people are able to participate in its business and activities on an equal basis with people who are not disabled.

If you consider yourself to be disabled and need Chapter to make reasonable adjustments to your place of work, you should let the Administrator and Head of HR know immediately.

For the purpose of this policy, disabilities are either physical or mental impairments that have a substantial and long-term (but not necessarily permanent) effect upon a person's ability to carry out normal day-to-day activities.

Under the terms of this policy, managers are required to:

- make reasonable adjustments to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers in conjunction with the Head of HR are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Equality Training

Equality training is included in induction programmes for all new staff. Beyond this staff are expected to be familiar with the content of this policy under the guidance of their Head of Department.

Grievance and Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Grievance Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Disciplinary Procedure.

July 2016