



Equal Opportunities Policy

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Glossary of Terms

This policy will be used in conjunction with RDCIC's Corporate Governance policy and procedure which is used to govern and manage the policies, processes, principles and regulations that affect the way RDCIC is directed, administered and controlled to serves the needs of clients, staff, providers and other stakeholders.

The following words in this policy and procedure shall have the meaning ascribed to them as follows:

- 'RDCIC' refers to Running Deer Community Interest Company
- 'Staff' refers to managers, advisors, volunteers officers and other personnel employed by RDCIC on a full time or part time basis.
- 'Associates' refers to associate consultants, advisors or other professionals contracted by RDCIC on long term or short term basis.
- 'Administration' refers to the member of staff responsible for document control and data management.
- 'RDCIC Managing Director' refers to the manager responsible for business operations and accountability to the Board of Directors.
- 'Board of Directors' refers to members of the company limited by guarantee.
- 'RDCIC Workplace' refers to locations where activities are held.
- 'Equal Opportunity' refers to practices and measures taken by RDCIC to ensure fairness in the employment process and workplace and to ensure that those working for RDCIC feel included in Running Deer activities and that they are treated equally and fairly with consideration and respect.

General Principles

- Running Deer C.I.C is an Equal Opportunity Employer which means it is company policy to make every effort is made to ensure that there is no discrimination, harassment or bullying on the grounds of gender, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs, pregnancy and maternity, or membership or non-



membership of a Trade Union. It places an obligation on all staff and associates to respect and act in accordance with the policy, associated procedures and Code of Conduct.

- RDCIC, the board of directors and members of staff are all subject to the provisions of the Equality Act 2010 at all times which replaced all previous equality legislation in England, Scotland and Wales.
- RDCIC is committed to providing training for all staff and associates in equal opportunity practice.
- It is recognised that individuals who are harassed, discriminated against, bullied or victimised are often made to feel vulnerable and powerless. Work, personal and family life can be affected with resulting illness, accidents, absenteeism and poor performance. This can have an impact on the effectiveness of work performance and personal health.
- This policy has been implemented to ensure that all staff and associates are treated with justice and equality. Equal opportunity promotes best practice in employment, increases morale and is good for employer-staff relations.
- Any complaints about breaches to the Equal Opportunity policy will be treated seriously and RDCIC will use its grievance and disciplinary procedures and take appropriate action according to the nature of the complaint. Detailed information regarding these procedures can be found in RDCIC's Staff Handbook.
- This policy is intended to provide guidance on good practice in promoting Equal Opportunity at RDCIC. It is, therefore, important that all staff and associates are fully aware of its contents and understand their rights, responsibilities and roles in ensuring the policy is understood and acted upon at all times.

Alterations to this Policy

- This policy and procedure will be reviewed at least annually and at any other time that it appears ineffective.
- It is the responsibility of administration to ensure that the current version of this policy and procedure is kept on file and that all previous versions are destroyed in an appropriate manner.

Equal Opportunity Procedures

In carrying out Equal Opportunity procedures, RDCIC has three main objectives:

- To encourage staff and associates to take an active role in preventing all forms of harassment or discrimination and to deter anyone from participating in harassment, bullying or discriminatory behaviour.



- To demonstrate to staff, associates and job applicants or candidates that they can rely upon Running Deer's support in cases of harassment, bullying or discrimination at work or in their course of recruitment practice.
- To demonstrate that Running Deer is committed to creating and maintaining a working environment that offers equal treatment and equal opportunity for all staff and associates.

Recruitment and Selection Procedure

Recruitment Process

- To avoid racial discrimination, overseas qualifications which are comparable with UK qualifications will be acceptable as equivalents and not assumed to be inferior.
- The way application forms are designed will not discriminate against disabled people.
- Younger candidate are not selected on the basis that they are considered to be 'hungry' and 'dynamic' and so perform better.
- There will be no discrimination against a candidate for a job because of their age, disability, race, belief, sexual orientation or gender in any part of the recruitment process – in job descriptions, person specifications, application forms, during interviews, in tests, or in short-listing.

Job Advertisements

- No job advertisement will discriminate on the basis of any of the protected grounds included in this policy, unless there is objective evidence that the discrimination is lawful.
- A brief Equal Opportunity Employer statement will be included in all recruitment adverts.
- In certain circumstances, mainly due to time restraints on starting funded projects at short notice, RDCIC reserves the right to select candidates without having advertised the position internally or externally through the normal recruitment process.

Job Descriptions, Person Specifications and Application Forms

- No unnecessary personal details or requirements will be requested that are not directly related to the job such as country of birth or sexual orientation. (Such questions will be contained in monitoring forms that are separated from application forms before assessment).
- During interviews, no potentially discriminating questions will be asked such as a woman's plans for starting a family or whether an applicant thinks they will 'fit in'.



- Candidates will be asked if they have any disabilities they would like to disclose so that reasonable adjustments can be made that enable them to attend interviews.

Positive Action

- RDCIC is allowed by law to take positive action to help redress any imbalances that may have arisen in the workplace as a result of past discrimination or disadvantage. The aim of positive action is to ensure that people from previously excluded groups have the opportunity to compete on equal terms with other applicants.
- This legislation allows for measures by which people from a particular under-represented group are either encouraged to apply for jobs in which they are under-represented or are given training to help them develop their potential to improve their chances in competing for particular work.
- In practical terms this may result in a positive action programme of advertising that is specifically directed at members of a particular minority group or providing training opportunities for women or men to help them gain employment or promotion in job sectors traditionally dominated by one sex.
- Positive action is not the same as positive discrimination or affirmative action which are both unlawful in Britain. RDCIC will not try to change the balance of the workforce by selecting someone mainly because she or he is from a particular group.
- At the point of selection, all applicants will be judged equally on a job-related basis.

Training & Development

- RDCIC operates a training and development programme for all staff and associates based on current work requirements and available budget.
- RDCIC reserves the right to change or modify training and development programmes and will ensure that staff and associates are fully consulted and made aware of any changes that may affect them or have an impact on their work objectives.
- See RDCIC's Training and Development Policy and Procedure and Performance Review Schedule for further details.

Flexible Working and Family Friendly Policy

RDCIC supports flexible working and family friendly where practicable for staff and associates with dependents.

Full details can be found in RDCIC's Staff Handbook including:



- Dental, Doctors or Opticians Appointments
- Hospital Appointments
- Medical Examinations
- Time off for Dependents/Overseas Family Leave
- Adoption Leave
- Antenatal Care
- Flexible Working
- Holiday Policy
- Maternity Leave
- Parental Leave
- Paternity Leave

Roles and Responsibilities

The RDCIC Manager is responsible for ensuring that new members of staff and associates are fully briefed and trained in Equal Opportunity policy.

The RDCIC Manager is responsible for responding to and managing any claims in relation to the above definitions according to RDCIC's grievance and dismissal policy and procedure.

Legal Definitions

Harassment

This includes any verbal or physical abuse, unwanted behaviour or advances. Harassment can be any behaviour a person finds offensive and which causes them to feel humiliated, threatened, distressed or patronised.

This action may also be considered harassment if it adversely affects a person's job performance or creates an intimidating work environment.

Harassment may be deliberate or unconscious, repeated action or an isolated incident. Behaviour can constitute harassment even if the perpetrator does not intend it as such.

Training will be made available by RDCIC for staff and associates to understand the nature of harassment and the impact it can have.



Sexual harassment

Sexual harassment means unwanted conduct of a sexual nature or other conduct based on sex affecting the dignity of women and men at work. This can include unwanted physical, verbal or non-verbal conduct.

Sexual harassment can also include the following:

- Unwanted sexual advances whether of a verbal or physical nature up to and including demands for sexual favours.
- Unnecessary touching, patting, pinching or brushing against another person's body.
- The worsening of working conditions after the refusal of sexual advances.
- Isolation, non co-operation at work or being made to feel excluded from workplace and/or work related social activities.
- Personal body space – it is important to recognise that close proximity which falls short of actual physical touch can also be unwelcome or uncomfortable.
- Verbal and written harassment such as jokes, offensive language, gossip, slander, letters and email or text messages.
- Visual displays such as notes, posters, graffiti, obscene gestures and emblems.
- Comments about the ability at work of one or other gender.

Racial harassment

Racial harassment can be defined as unwanted conduct of a discriminatory nature where a person is treated less favourably than another based on racial group, colour, ethnicity or culture which is offensive to the dignity of the recipient.

This can include:

- Physical, verbal and non-verbal conduct.
- Racial discrimination.
- What work colleagues do or say.
- Inducing or instructing others to discriminate.
- Racist language or abuse directed towards or in the hearing of others.



- Racist jokes including those made about any minority group and those from any racial or ethnic group.
- Racial stereotyping resulting in employment opportunities not being afforded to an individual.
- Any offensive manner in communication or communication that is not used with others.
- Judging of work performance or efforts made more harshly than others.
- Receiving a more negative review than others who have achieved a similar level of performance.
- Visual displays such as notes, posters, graffiti, obscene gestures and emblems.

Harassment of people with a disability or specific health conditions

This can be defined as any behaviour which discriminates or treats a person less favourably because of disability or health status.

The forms of harassment which people with a disability are commonly subjected to are:

- Jokes about a person's disability not only in relation to those who have any form of physical impairment but those whose disability takes the form of any kind of mental illness.
- Unwanted or patronising comments that draw attention to a person's impairment.
- Unwanted or patronising comments which draw attention to any employment aids or equipment being used.
- Stereotyped comments in relation to the capability of a person with a disability.
- Isolation, refusal to assist or non co-operation at work, exclusion from workplace talk or activities
- Judging a person with a disability more harshly than a person who has not got a disability where their performance is similar.
- Abuse directed at a person's disability.
- Remarks concerning the sexuality of a person with disabilities.

Harassment on the grounds of sexual orientation

Harassment on the grounds of a person's sexual orientation may result in offence being caused to the dignity of the recipient and this may take the form of:

- Jokes aimed at a person's sexual orientation.
- Innuendoes and teasing by work colleagues because of sexual orientation.



- Unwanted jokes and comments implying that a lesbian or gay member of staff should find a partner of the opposite sex.
- Threatening to publicise or actually publishing the fact that a work colleague is lesbian or gay person.
- Bringing a person's sexual orientation to the attention of others.
- Exclusion from workplace talk or activities.
- Isolation or non co-operation at work.

It needs to be recognised that because of discrimination on the grounds of sexual orientation, incidents of harassment, especially sexual harassment for example, may be unreported by the victim because of their fear of the sexuality being identified.

Harassment of people on religious grounds

Harassment of individuals on the grounds of religious beliefs constitutes unacceptable behaviour and as such will not be tolerated by RDCIC. Harassment on the grounds of religion may take the form of:

- Reference made to religious beliefs in a derogatory manner.
- Religious beliefs being brought to the attention of others.
- Innuendoes and teasing by work colleagues on the basis of religious beliefs.

Age harassment

Age harassment is based on unjustified assumptions about a person's value and abilities because of their age. Harassment can include:

- Ageist jokes or comments.
- Physical threats or abuse.
- Stereotyping about commitment to a job such as 's/he won't be interested in a training course because s/he's only got two years to go until retirement'.
- Suggestions that older people have outdated ideas and do not cope well with change.

Bullying

Bullying is a form of harassment which prevents people from reaching their full potential because of the inherent inequality of the workplace within which they work. Bullying is aimed at intimidating,



undermining, coercing or humiliating the person to whom it is directed. It includes actions, comments, physical contact or behaviour which is found to be objectionable by the recipient.

Bullying may take the form of:

- Personal abuse either in public or private.
- Using abusive language.
- Unjustified constant criticism.
- Continually ignoring or excluding a person.
- Persistently setting targets with impossible to meet deadlines.

Bullying is complex and often difficult to describe by those affected and it is often under-reported because of the perception that it is trivial or because of embarrassment which the recipients of bullying may feel.

Code of Conduct

RDCIC Board of Directors, the RDCIC Managing Director and those working for or on behalf of RDCIC are required to make a personal and professional commitment to each other and to clients, suppliers and other stakeholders or contacts during their every day working practice as follows:

- Accept and treat others fairly.
- Respect cultural and personal differences.
- Promote and encourage diversity and equal opportunity principles at all times.
- Support and promote RDCIC as an ethical Equal Opportunity Employer.
- Share information and support work colleagues and managers where possible.
- Be co-operative, helpful and maintain a positive team spirit.
- Provide monitoring information regarding ethnic or majority origins to ensure special needs are catered for.
- Not to harass, victimise, bully or discriminate against others.
- Not to tolerate harassment, victimisation, bullying or discrimination.
- To report harassment, victimisation, bullying or discrimination if it happens.



Equal Opportunity Employer Statements

The following statement is displayed in appropriate areas, on the RDCIC website and is published for relevant public information and literature.

'Running Deer C.I.C (RDCIC) values inclusiveness and confirms its continuing commitment to the principles of equal opportunity in employment, applications and in its business activities. Running Deer endeavours to ensure that all members of staff, volunteers, associates, clients, suppliers and applicants for employment are treated on the basis of their merits and abilities and that no one suffers discrimination or disadvantage regardless of their sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union.

In order to achieve an environment that is free from unlawful discrimination and encourages everyone to contribute fully to its work objectives, Running Deer will endeavour to ensure that:

- All staff, associates, clients, providers, suppliers and stakeholders are made aware of Equal Opportunity policy and procedures.
- All procedures set standards for Equal Opportunity in all areas of working practice and environment.
- Policies, procedures, standards and working practices are reviewed at regular intervals.
- Community participation is sought and encouraged in the development of Equal Opportunity activities.
- Staff development programmes, including induction programmes and positive action initiatives are aligned to RDCIC's Equal Opportunity policy and procedure.
- Equal Opportunity information is widely publicised.'

The following short statement is used for job promotions, emails and advertisements.

'Running Deer C.I.C (RDCIC) is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union.

Support for any applicants who need assistance or an accommodation during the application process because of a disability, is available upon request.

RDCIC is pleased to provide such assistance and no applicant will be penalised as a result of such a request.'



Contact Running Deer

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