

BRISTOL REFUGEE RIGHTS

EQUALITY, DIVERSITY AND INCLUSION POLICY

1. STATEMENT OF INTENT

BRR aims to be an anti-discriminatory organisation committed to the promotion of equality and diversity and, in line with the Equality Act 2010, the elimination of all forms of discrimination on grounds of any of the following 'protected characteristics':

- age
- disability
- gender reassignment
- marriage and civil partnership
- sex
- pregnancy and maternity
- race or ethnicity
- sexual orientation
- religion and belief

BRR will also not discriminate on grounds not covered by the Act such as immigration status, socio-economic disadvantage and trades union activity, and will encourage compliance with the Human Rights Act 1998.

BRR will endeavour to establish a broad base for consultation amongst staff members volunteers and trustees, to identify priorities and needs in developing its anti-discriminatory policies, strategies and practice.

BRR will regularly monitor and review the composition of its trustees, staff, volunteers, membership and service users with an aim to encourage broad base representation, and will take positive action to address the under-representation of any groups.

BRR is keen to promote awareness of equality and diversity issues amongst its staff, volunteers and members, and to encourage them to operate within an anti-discriminatory framework and to challenge stereotyping and oppression.

This policy applies to all aspects of BRR's work, services and policies, and to all of its staff, volunteers, members and trustees, and to all providers contracted by BRR.

2. EQUALITY, DIVERSITY AND INCLUSION AT WORK (EDIW) AND PROCEDURES FOR STAFF AND VOLUNTEERS

The objectives of the EDIW Policy are to:

- Ensure that the BRR has access to the widest labour market and secures the best employees and volunteers for its needs.
- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the BRR and themselves.
- Achieve an ability-based workforce that is in line with the community served by BRR.

The cooperation of all employees and volunteers is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the Board of Trustees of BRR. Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters.

Responsibility and Monitoring

Day to day responsibility for this policy will rest with BRR's Director. The Director will produce an annual report to Trustees on the diversity profile of the workforce, members and applicants, and a progress report on diversity initiatives and their outcomes. BRR is committed to a programme of action to make this policy effective and will bring it to the attention of all workers.

The Role of Employees and Volunteers

All BRR employees and volunteers have a responsibility to ensure the policy is put into practice and to:

- Understand the value and benefit of equality and diversity
- Attend relevant BRR training courses
- Familiarise themselves with the policy
- Draw to the attention of the Director or trustees any instance of perceived discrimination, bullying, harassment or victimisation, or any perceived problem in relation to BRR's working practices in relation to diversity
- Promote the inclusion of members from the widest range of backgrounds in all of its activities
- Promote good relations between groups with different backgrounds or protected characteristics
- Work in a way which demonstrates commitment to diversity

It is expected that all workers will commit to acting as ambassadors for BRR in this respect.

Role of managers

Managers have a particular responsibility to:

- Ensure the policy is implemented in the management of staff and volunteers
- Encourage staff, volunteers and members to learn more about diversity
- Promote a positive, professional work environment in relation to the policy by challenging behaviour, actions or decisions which breach the policy
- Act as a role model for others and develop personal skills in order to handle issues relating to dignity at work

Vacancy advertising

- Wherever possible, all vacancies will be advertised simultaneously internally and externally.
- Steps will be taken to ensure that knowledge of vacancies reaches under-represented groups internally and externally.
- Wherever possible, vacancies will be notified to centres with significant minority group rolls, as well as to minority press/media and Refugee Welfare and Refugee Community Organisations.
- All vacancy advertisements will include an appropriate short statement on equality and diversity.

Selection and recruitment

- Selection criteria (job description and employee specification) will be kept under constant review to ensure that criteria are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- More than one person will be involved in the selection interview and recruitment process, and all panel members should have received training in equal opportunities.
- Wherever possible, women, members of minority ethnic communities and disabled people will be involved in the short listing and interviewing processes.
- Reasons for selection and rejection of applicants for vacancies must be recorded.

Representation targets

In the light of the programme of work, BRR aims to achieve a ratio of 50% volunteers, staff and membership of Board of Trustees having refugee background. Timetabled targets will be set for groups identified as being under-represented. Where necessary, positive action, as permitted by the relevant Acts of Parliament, will be taken to help disadvantaged and/or underrepresented groups to compete for jobs on a genuine basis of equality.

Positive action - training, promotion and conditions of service

Underrepresented groups will be encouraged to apply for training and employment and volunteering opportunities with BRR. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. Actual recruitment to all jobs will be strictly on merit.

Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the particular needs of specific groups.

Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the particular needs of disadvantaged and/or underrepresented groups.

Personnel records

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a confidential record will be kept of all employees' and job applicants' protected characteristics in line with Data Protection Act principles. Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted. Such records will be analysed regularly and appropriate follow-up action taken. Disposal of personnel records in accordance with our Recruitment Policy and Procedure will be in a secure and confidential manner.

Challenges / complaints under this policy

All staff and volunteers should be treated with dignity and respect at work. All individuals should feel able to challenge issues around equality and diversity through this policy, informally or using the appropriate grievance or complaints procedure, where this is done appropriately and constructively.

Bullying, Harassment and Grievances

Staff and volunteers have the right to work in an environment free from prejudice and harassment. Any employee or volunteer who feels that they have been treated unequally may also use the grievance procedure and the issue will be taken seriously and investigated. Staff found to have bullied, harassed or victimised an employee or volunteer will be dealt with through the disciplinary process.

3. EQUALITY DIVERSITY AND INCLUSION IN RELATION TO SERVICE PROVISION

BRR is committed to ensuring equality of opportunity in all the services which it provides to individuals, to community groups or to other organisations.

BRR aims to ensure access to appropriate services by all members of refugee communities in the UK and other countries where BRR works, regardless of any of the protected characteristics listed in the first paragraph or of employment status, health status, political persuasion, or immigration status.

In order to achieve this aim, BRR uses guidelines based on the following principles:

- Equal access and communication
- Providing a welcoming environment
- Providing a physically accessible environment
- Use of appropriate language
- Avoiding jargon
- Distributing information about services as widely as possible within refugee communities
- Holding meetings at times and in places which enable people to attend
- Identifying other factors which might limit access to particular groups, e.g. women
- developing links with other agencies/service providers in order to offer access to a greater diversity of services
- Use of flexible working practices, e.g. rotas, flexible working hours.

Working methods within BRR

- Ensuring clarity about BRR's aims and objectives, what services can be offered by whom, and what the boundaries are
- Ensuring management structures are responsive and accessible
- Offering a variety of ways of being genuinely involved in BRR's work, e.g. surveys, working groups, consultation meetings, residents' meetings, training and skills sharing

- Enabling staff to respond positively to change and new developments through support and training
- Working closely with other agencies in order to keep in touch with and to contribute to new developments in working practice and policy
- Ensuring staff and volunteers and trustees have access to appropriate training to enable them to put the policy into practice for example:

Combating discrimination

- Raising awareness of discrimination and discriminatory practices
- Challenging discriminatory comments or behaviour
- Ensuring that BRR does not collude with discriminatory practices of other agencies, groups or individuals

Responding to abuse and harassment

- Providing direct support and initiating action where appropriate
- Publicising information about other agencies/services offering advice and support
- Respecting confidentiality

Challenging structural inequality

- Raising the awareness of local and national policy makers
- Campaigning (in partnership with other agencies)
- Advocacy

Monitoring and evaluation

- Ensuring there are systems for consultation, monitoring and review of services through:
 - Review and planning/evaluation process
 - Team meetings
 - Feedback from individuals, community groups and other agencies, e.g. through questionnaires, consultation meetings
 - Specific consultation with members from particular groups if required e.g. women, disabled people

4. Role of BRR's Board of Trustees

The Board will:

- Monitor the implementation of the Policy and review it annually
- Receive and discuss the annual report with information and statistics

- Ensure that staff and volunteers and trustees are aware of the policy and trained in equality diversity and inclusion
- Regularly review other policies and procedures (e.g. recruitment and selection) in the light of equality legislation and good practice

Signed:

Dated:

For Board of Trustees

This policy will be reviewed 3 yearly by the Board of Trustees.