

Equality & Diversity Policy

This is the statement of general policy and arrangements for:	Dhiverse Head Office, Dales Brewery, Gwydir Street, Cambridge, CB1 2LJ
Overall & final responsibility for ensuring this policy is put into practice is delegated to:	Rob Turner, Chair of Trustees
Day to day responsibility for ensuring this policy is put into practice is delegated to:	Sharron Spindler, Chief Executive Officer (CEO)
<p>1. General</p> <p>1.1 DHIVERSE is committed to achieving equal opportunities in employment and the services it provides and will not discriminate against individuals or groups on the basis of race or nationality, religious affiliation, gender, sexual orientation, HIV status, transgender, disability or any of the protected characteristics covered in the Equalities Act 2010. This policy specifically forbids such discrimination in the recruitment, selection, management and promotion of volunteers and staff, in the provision of services to those living with or affected by HIV, and in the delivery of health promotion services to members of the public. Any DHIVERSE staff or volunteers found to be practicing discrimination may be subject to disciplinary procedures and exclusion from working with the organization as appropriate, service users will be provided with appropriate guidance on non-discriminatory behaviour through the 'Information Handling' document. DHIVERSE will ensure that staff and volunteers are adequately trained in issues around discrimination and equalities, and this will be reviewed at least every year as part of the performance management of staff and the supervision of volunteers. Responsibility lies with the Trustees and the CEO of DHIVERSE to ensure compliance with the Equalities Act and all other relevant equalities legislation. DHIVERSE recognizes that in addition to preventing discrimination it has an active duty to promote diversity, and challenge stigma/prejudice in line with its aims and mission statement.</p> <p>1.2. As an employer and provider of a service to the community, DHIVERSE accepts the responsibility to promote equal opportunities and diversity and to challenge discrimination wherever it occurs. This document sets out the main consequences of this commitment and the action to be taken in order to achieve equal opportunities. We are signed up and committed to the 'Cambridgeshire Equality Pledge' https://www.cambridge.gov.uk/equality-pledge-organisations-pledges Our pledge is: <i>Our mission is 'To provide high quality sexual health and HIV support, education and information for all. We are inclusive, caring, non-judgmental and committed to upholding our organization's values. Through service user involvement, campaigns and collaboration we challenge stigma, prejudice and inequalities.'</i> Dhiverse is a Cambridgeshire charity established over 30 years ago and we strive to be an equal opportunities employer and service provider. Taking the Equality Pledge is one way that we can demonstrate our commitment to supporting and celebrating diversity and equality across the city, county and beyond.</p>	

1.3. It is the responsibility of all staff, volunteers and service users to ensure that no other service user, volunteer or employee receives less favourable treatment than any other on the grounds stated in Para. 1.1 of this policy.

1.4. Dhiverse will make every effort to find an alternative language/format for any communications if requested. Dhiverse will in the first instance attempt to find a volunteer interpreter or translator but if this is not possible we will, our financial situation permitting, pay for an interpreter or for a Dhiverse document to be translated into an alternative language/format.

1.5 The Board of DHIVERSE will review this policy

2. Responsibility

2.1. Whilst the Board of DHIVERSE has overall responsibility for the effective operation of this policy, all employees, volunteers and service users have a duty as part of their involvement with DHIVERSE to do everything they can to ensure that the policy works in practice.

2.2. DHIVERSE will bring to the attention of all employees, job applicants, volunteers and service users the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it.

2.3. Those responsible for recruiting and managing volunteers to work in DHIVERSE are responsible for ensuring that they are aware of DHIVERSE's Equal Opportunities Policy and adhere to it while working as DHIVERSE volunteers.

3. Dealing with Complaints

All comments and complaints are dealt with in line with our Comments & Complaints Policy.

4. Recruitment

4.1. All job vacancies will also be advertised internally to encourage staff, service users and volunteers to apply.

4.2. All advertisements will state that DHIVERSE is seeking to be an effective equal opportunities employer.

4.3. DHIVERSE will take positive steps to redress imbalances in its work force.

4.4 Application methods will be by CV or application form, depending on the level and urgency of recruitment. We will accept other methods of application if this is required due to a person's disability or learning difficulty.

5. Monitoring

In the interests of operating an effective Equal Opportunities Policy, DHIVERSE may monitor certain information about job applicants and volunteer applicants. All such information will be treated as confidential and will be clearly separated from the staff selection process. This information will be held on file and used to inform and support future decisions about recruitment of staff and volunteers to ensure that we

are reaching as many people as possible.

6. Training Opportunities

6.1. Subject to the requirements of doing their job; employees will be encouraged to go on courses relevant to their present job or personal development.

6.2. Training courses will, where possible be non-residential and in working hours.

6.3. It is the responsibility of every individual member of staff to participate in any equal opportunities and diversity training that is provided.

7. Working conditions

Working hours and arrangements will, whenever possible, be flexible for both full and part-time employees with no qualifying length of service, to facilitate the caring of children and other dependants and where necessary and relevant to meet the needs of any staff who have a disability. Requests for job sharing, working at home or part-time working to meet employees' needs for shorter hours will be sympathetically considered, subject to operational requirements. However this should be balanced with the needs of and requirements of the organisation.

8. Disabled Access

The DHIVERSE Head Office at Dales Brewery, Cambridge does not have wheelchair access as the building has a preservation order and is owned by Cambridge City Council. However when considering new and additional premises, every effort will be made to ensure such premises are fully accessible. Please also see point 7: Working conditions.

9. Use of Language

9.1. Staff, volunteers and service users will avoid and challenge the use of language which, in any way, belittles;

- disabled groups and/or individuals with special needs
- any race, culture or religion
- a person's sexual orientation
- women and/or men
- trans people

9.2. Where the language used has a personal impact on others, and it has been made clear to the person concerned that their use of such language is unwelcome and/or offensive, disciplinary action may be taken if they persist with it.

9.3. All materials used or developed by DHIVERSE will be judged in the light of the promotion of equal opportunities, and those considered to be discriminatory will not be used.

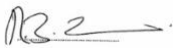
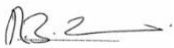
10. Sexual Harassment

10.1. No member of staff, volunteer or service user should be subject to sexual harassment.

10.2. This is interpreted as unwanted behaviour of a sexual nature including:

- verbal sexual abuse
- physical contact
- repeated remarks which an individual finds offensive
- written and online abuse

10.3. If it has been made clear to the person concerned that their behaviour is unwelcome and they persist with it, then the service user, volunteer or employee who is the recipient of the behaviour will be entitled to make a formal complaint.

Responsible for policy review and update:	Sharron Spindler, CEO	Every:	2 years	or sooner if work activity, a specific situation or legislation dictate that a review is necessary/required	
How will the policy be reviewed:	With the involvement of staff, volunteers and trustees. The reviewed and updated policy will be approved by the Board of Trustees.				
Due review date	September 2010	Feb 2013	March 2017	March 2019	
Date approved	September 2010	Feb 2013	March 2017*		
Approved by: Chair of Trustees					

Minor amendment made in June 2018 to include our commitment to the Cambridgeshire Equality Pledge.