



Equity and Diversity Policy

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1. Introduction

This policy applies to all persons working or volunteering for Age UK Sutton including employees, workers, trustees, volunteers, contractors, agency workers, seconded workers, interns, agents, external consultants, third party representatives and business partners

- 1.1 Age UK Sutton celebrates the diverse cultures, communities and environments that make up our society and the multitude of dimensions that characterise our diversity. We recognise that certain groups may face discrimination on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation and other unjustified reasons
- 1.2 We believe that a strong independent voluntary and community sector is crucial to helping people and communities to tackle disadvantage and discrimination. As a leading organisation within the third sector in Sutton we recognise that we have a key role to play in upholding equality and diversity.
- 1.3 Age UK Sutton is committed to the principle of equity of opportunity for all of its service users, staff, volunteers and trustees and to implementing non-discriminatory practices.
- 1.4 The following acts are not tolerated by Age UK Sutton and may result in disciplinary action up to and including termination of employment or ending of a volunteering or contractual relationship and/or reporting to the appropriate external authority: direct or indirect discrimination (as defined in **Appendix 2**) victimisation, and harassment. All trustees, employees and volunteers are responsible for the promotion and advancement of this policy. Objectives relating to fair and inclusive practices will be included in employees' targets where relevant to the role.
- 1.5 The policy is applicable to all persons working for us or on our behalf, including trustees, employees at all levels whether permanent or temporary, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners (collectively referred to as Age UK Sutton colleagues). The policy applies to all processes relating to employment, volunteering and training and to any dealings with customers, clients and stakeholders.

2. Aim

- 2.1 The aim of Age UK Sutton's **Equity and Diversity Policy** is to integrate consideration of the advancement of equality into the day-to-day business of

the organisation. Age UK Sutton is committed to:

- 2.1.1 the elimination of unlawful discrimination, harassment and victimisation
- 2.1.2 ensuring all Age UK Sutton staff, volunteers, and customers are treated with dignity and respect
- 2.1.3 the advancement of equality of opportunity between people who share a protected characteristic and those who don't
- 2.1.4 fostering good relations between people who share a protected characteristic and those who don't
- 2.1.5 upholding the human rights of all individuals connected with Age UK Sutton in whatever way.

3. Objectives

3.1 We will:

- 3.1.1 Promote equity, inclusion and diversity in all areas of our work and influence
- 3.1.2 Make appropriate reasonable adjustments to ensure activities are accessible and promote awareness of the rights and needs of different groups of people
- 3.1.3 Adopt anti-discriminatory policies, structures and practices, including procedures set out in the other AUKS policies to address employment, recruitment and service provision
- 3.1.4 Make adjustments, wherever possible and within our financial resources, to enable full participation
- 3.1.5 Comply with all relevant legislation and regulations (see Appendix 1)
- 3.1.6 Challenge practices and institutions that deny the rights of individuals or groups experiencing disadvantage and discrimination, whether intentional or not
- 3.1.7 Have a positive and inclusive workplace culture and environment with a workforce (including volunteers) that broadly reflects the area in which we operate
- 3.1.8 Monitor whether our activities and recruitment practices are effectively reaching those representative of our community and take action to address any areas in which we are failing to do so
- 3.1.9 Share our experience and promote good practice in the area of equality and diversity
- 3.1.10 Identify and find ways to tackle new and emerging problems affecting groups facing disadvantage and discrimination
- 3.1.11 Work in partnership with other organisations that promote equality and diversity
- 3.1.12 Influence funders, commissioners, and partners where possible to

recognise the resource implications of work to promote equality and diversity.

- 3.2 We require that all staff, volunteers and trustees use their best endeavours to ensure that no one in their dealings with Age UK Sutton suffers discrimination, harassment, bullying or victimisation because of their age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or other unjustified reasons
- 3.3 We recognise the need to ensure all service users, customers, staff, volunteers and trustees are fully aware of their own responsibility and will ensure that appropriate training and support is offered.
- 3.4 The policy will be reviewed on an annual basis to reflect changes in the law, demographics and internal requirements of the organisation.

4. Learning and Development

Age UK Sutton will:

- 4.1 integrate equity and diversity into mainstream training and development programmes, and into regular discussion in staff meetings, 1 to 1 meetings, and personal development conversations;
- 4.2 establish training programmes for all staff recruiting staff or volunteers to integrate equity and diversity requirements into selection and assessment processes, and into management and supervision practice;
- 4.3 ensure that Age UK Sutton's commitment to equity and diversity is communicated to all new members of staff and volunteers as part of their induction into the organisation.

5. Communication

Age UK Sutton will:

- 5.1 ensure existing communication channels promote inclusiveness;
- 5.2 establish relationships with our customers and support diverse communities;
- 5.3 ensure that communication imagery and graphics are inclusive, and reflect and reinforce the words within all documentation;

- 5.4 ensure that communications reinforce the inclusive messages and become mainstreamed into day-to-day processes;
- 5.5 ensure that this Policy is widely publicised.

6. Measurement and Monitoring

- 6.1 Overall responsibility for monitoring the effectiveness of this policy lies with the Chief Executive, SMT and Board of Trustees. All staff, volunteers and trustees are committed to implementing this policy.
- 6.2 Age UK Sutton will:
 - 6.2.1 capture all available workforce and customer metrics from existing databases;
 - 6.2.2 monitor data relating to our services meeting the diverse needs of all our customers, in accordance with the Accessible Information Standard where appropriate;
 - 6.2.3 comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation 2016 in the way that any data is stored and used.

This policy will be reviewed every 3 years.

Appendix 1

The Law

We will comply with and, where it is reasonable, practical and proportionate to do so, go beyond the requirements of the Equality Act 2010. We will ensure that staff, volunteers and trustees are appropriately trained in this legislation.

The Equality Act 2010 (as amended 2017) replaces the Equal Pay Act 1970, the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995, much of the Equality Act 2006, the Employment Equality (Religion or Belief) Regulations 2003, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Age) Regulations 2006, and the Equality Act (Sexual Orientation) Regulations 2007 (where applicable, as subsequently amended), plus other ancillary pieces of legislation.

We will also comply with the Accessible Information Standard (AIS) and ensure that staff, volunteers and trustees are appropriately trained in this legislation

We are also committed to meeting our statutory obligations under the following legislation and codes of practice:

- Humans Rights Act 1998
- Relevant UK Domestic Legislation – such as the directives relating to work and family considerations
- Employment Act (2008) and preceding statutes

Appendix 2

Definitions of discrimination

Direct Discrimination

Treating someone less favourably on prohibited grounds (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation) than another would be treated in comparable circumstances, where the treatment cannot be objectively justified (e.g. by a genuine occupational requirement). Direct discrimination is unlawful under all anti-discrimination law.

Indirect Discrimination

Applying a provision, criterion or practice which disadvantages people of a particular group unjustifiably or disproportionately.

Discrimination by Association

Discrimination by association is the form of discrimination that occurs when the discriminatory ground applies to a person, but another person is detrimentally treated in consequence. Sometimes, the phrase “transferred discrimination” has been preferred as a way of describing more accurately what has taken place within certain situations.

Discrimination by Perception

Discrimination by perception is discrimination against someone because he or she is wrongly perceived to have a certain protected characteristic, for example where an employer believes an employee is gay, or is of a particular race, and treats him or her less favourably as a result. This is unlawful discrimination under the Equality Act 2010.

Harassment

Harassment is the act of continued and regular unwanted actions against a victim, often based on discrimination or sexual advances.

Victimisation

Victimisation is when someone is treated less favourably as a result of being involved with a discrimination or harassment complaint.