



EQUALITY POLICY

Version 1.0 30/07/2019

Policy Statement

Midwives at Maternity Azur (MAMA) recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Charity and its employees and volunteers to utilise the skills of the total workforce. We recognise that certain individuals and groups in society suffer discrimination on the grounds of age, sex, sexual orientation, race, colour, nationality, ethnic or national origin, religious belief, gender, gender reassignment, disability, and marital status, culture and socio-economic background. It is the aim of the Charity to ensure that no employee, volunteer, applicant or beneficiary 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 (the **protected characteristics**).

We will seek to ensure that we do not engage in direct or indirect discrimination on the grounds above. We will seek to ensure that our services and resources are relevant to all members and service users and are perceived by them as being so.

The aim of the policy is to ensure no job applicant, employee worker or volunteer is discriminated against either directly or indirectly on the grounds above. All employees and volunteers, 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 and volunteers 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 clients or colleagues because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Charity's goods and services.

The Trustees have primary responsibility for ensuring equal opportunities in service delivery and employment practice. All members, employees, workers and volunteers must adhere to this policy in the course of their work, monitor it on a day-to-day basis and report on its operation to the Trustee Board.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.



Our Commitment

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued;
- Every employee/volunteer 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;
- To promote equality in the workplace which we believe is good management practice and makes sound business sense;
- We will review all our employment practices and procedures to ensure fairness;
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings;
- This policy is fully supported by senior management;
- The policy will be monitored and reviewed regularly.

Responsibilities Of Management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Board of Trustees. Trustees 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.

The Board of Trustees will be responsible for monitoring the operation of the policy in respect of employees, volunteers and applicants.

1. Communicate the policy to all staff, volunteers, members of advisory groups and members through the use of handbooks, policies, notice boards, circulars, written notification to individual employees and other methods of communication as appropriate.
2. Discuss and, where appropriate, agree with employee representatives any proposed changes in the policy's contents and implementation.
3. Make it known to all job applicants and, where appropriate to all users of our services.
4. Ensure that disciplinary and grievance procedures incorporate principles of equal opportunity and non-discrimination.
5. Regularly examine existing procedures and criteria, including recruitment practices, and terms and conditions of employment and change them where they are actually or potentially discriminatory.
6. Ensure that the organisation is kept up to date and within the law.
7. Provide training and guidance to enable staff to carry out the policy and provide specific training for relevant decision makers, including members of the Board of Trustees where appropriate.
8. Regularly monitor the application of the policy.
9. Make reports annually on progress in implementing the policy and on any necessary changes.



Responsibilities of Staff/Volunteers

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and volunteers, and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all Trustees, employees and volunteers 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 a MAMA employee or volunteer is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or beneficiary. MAMA will not tolerate such actions against its staff, and the employee concerned should inform the Trustees at once that this has occurred. The Charity will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Recruitment And Selection

1. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions do not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be in line with our diversity and equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short-listing and interviewing will be carried out by more than one person where possible.



9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

Service Provision

We will work actively towards ensuring that our services and resources are relevant to all members and service users.

We will examine each area of work to determine whether:

- Alternative methods would be more appropriate;
- Additional services should be developed;
- There are any practices/procedures, which are discriminatory;
- The service is offered in an accessible and relevant way.

All written resources for groups and individuals produced by MAMA will reflect the mixed community within which we work and stereotyped images of particular groups will not be reinforced. All employees, workers, members and volunteers must ensure that their work reflects these principles.

Users must have easy access to information about MAMA's services which may involve making materials available where appropriate in a variety of media, e.g. in large print or electronically. In particular, all printed materials will be in a minimum of 10pt type.

It is also recognised that MAMA will not be able to meet all the demands made upon its services. There will be a drawn up and publicly available list of priorities for the service which will be reviewed at least annually.

Additionally, it is recognised that there may, from time to time, be complaints against members of staff or the service. Complaints can be made via the MAMA website (www.mamazur.org) or in writing to one of the MAMA Trustees (info@mamazur.org). The Complaints Policy is published on the website.

Rights Of Disabled People

The Charity attaches particular importance to the needs of disabled people.

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

- Make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice and guidance



- from external agencies where appropriate 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

Staff are entitled to support from a named trustee and will receive regular supervision from the trustees. Where this is not possible, MAMA will make funds available from the staff development/training budget to allow for supervision to be obtained from other agencies or individuals.

MAMA recognises that training is an important factor in leading to job achievement and opportunity. Induction training is particularly important and will be made available to all new staff. When other needs are identified, every effort will be made to ensure that training is provided.

Volunteers and staff will be briefed on this policy during induction.

All Trustees will receive regular training in equality and diversity.

Grievances and Disciplinary Action

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

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

Related Policies And Arrangements

All employment policies and arrangements have a bearing on equality of opportunity. The Charity policies will be reviewed regularly and any identified discriminatory elements removed.

Date approved by MAMA Board of Trustees: 30/07/2019

Review Date: 30/07/2022