

## St Edmund's PCC Equality, Diversity and Inclusion Policy

### 1. Aim of the Policy

#### 1.1. The policy's main aims are to:

- 1.1.1. provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time, or voluntary;
- 1.1.2. not unlawfully discriminate against the Equality Act 2010's (as amended from time to time) protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation;
- 1.1.3. oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, selection for employment, promotion, training or other developmental opportunities; and
- 1.1.4. recognise how unconscious bias can influence decision making – Unconscious biases are social stereotypes about certain groups of people that individuals form outside their own conscious awareness. Everyone holds unconscious beliefs about various social and identity groups, and these biases stem from one's tendency to organise social worlds by categorising.

### 2. Definitions

- 2.1. **Equality** is ensuring individuals or groups of individuals are not treated differently or less favourably, on the basis of their specific protected characteristic. Equality enables us to create a fairer society where everyone can participate and has the opportunity to fulfil their potential.
- 2.2. **Diversity** aims to recognise, respect and value people's differences to contribute and realise their full potential by promoting an inclusive culture for all staff. It is about creating a culture and practices that recognise, respect, value and embrace difference for everyone's benefit.
- 2.3. **Inclusion** refers to an individual's experience within the church/ workplace and in wider society, and the extent to which they feel valued and included.
- 2.4. Equality, Diversity and Inclusion are different things and they need to be progressed together. Equality of opportunity will only exist when we recognise and value difference and work together for inclusion.

### **3. Statement of Intent**

- 3.1. St Edmund's PCC is committed to encouraging equality, diversity and inclusion within our church (both attendees, and our voluntary and employed workforce) and eliminating unlawful discrimination. The aim is for our church to be truly representative of all sections of society and for each attendee, volunteer and employee to feel respected and able to give their best.
- 3.2. St Edmund's PCC fully accept and welcome that society consists of many diverse groups and individuals and this diversity is an asset to the community. St Edmund's PCC is opposed to all forms of discrimination.
- 3.3. St Edmund's PCC recognise that we have a moral and legal responsibility to promote equal opportunities and we will pursue equality, diversity and inclusion in all our work.
- 3.4. Employees (and volunteers) need to be aware that St Edmund's Church PCC is committed to creating a culture that respects and values each others' differences and promotes dignity, equality and diversity, encouraging individuals to develop and maximise their potential.

### **4. Code of Practice**

- 4.1. This document has been prepared to set out St Edmund's PCC commitment and as a statement of its intent. The policy will be reviewed annually to ensure effective implementation.
- 4.2. St Edmund's PCC's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.
- 4.3. Accordingly, St Edmund's PCC will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, class or caste, religious belief or lack of religious belief (unless this is an occupational requirement), disability, trade union membership or non-membership, gender or sex, sexual orientation, marital status, age, responsibility for dependents or being a part-time or fixed term worker.
- 4.4. St Edmund's PCC will take all reasonable steps including, if appropriate, use of the disciplinary mechanisms available to it, to enforce the policy. In addition, anyone connected to our organisation, helper, staff member or volunteer who considers that he/she is suffering from unequal treatment on any grounds may use this policy to bring it to the PCC's attention for action.
- 4.5. St Edmund's PCC shall have responsibility for the operation of the policy. However, all staff, volunteers and attendees have a duty to do everything they can to ensure that the policy operates in practice.

## **5. Responsibility**

5.1. St Edmund's PCC has the primary responsibility for meeting these objectives in connection with employed staff and volunteers by:

- 5.1.1. Not discriminating in the course of employment against employee or job applicants;
- 5.1.2. Not inducing or attempting to induce others to practise unlawful discrimination; and
- 5.1.3. Bringing to the attention of employees that they will be subject to action under the Disciplinary and Grievance policies and procedure for discrimination of any kind.

5.2. Employees and volunteers can contribute by:

- 5.2.1. Not discriminating against fellow employees, customers, suppliers or members of the public with whom they come into contact during the course of their duties;
- 5.2.2. Not inducing or attempting to induce others to practise unlawful discrimination; and
- 5.2.3. Reporting any discriminatory action to their line manager or the PCC as appropriate.

## **6. Code of Conduct**

6.1. St Edmund's PCC commits to promoting Equality, Diversity and Inclusion by:

- 6.1.1. treating all staff fairly;
- 6.1.2. encouraging equality, diversity and inclusion in the workplace as they are good practice;
- 6.1.3. creating a working, volunteering and worshipping environment that is inclusive and is free from bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all people are recognised and valued;
- 6.1.4. making opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop to their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation; and
- 6.1.5. ensuring decisions concerning staff are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).



- 6.1.6. People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, disability, religion or age.
- 6.1.7. Offensive language or humour will not be used, e.g. sexist or racist jokes or terminology that is deemed derogatory.
- 6.1.8. No one will be harassed, abused, excluded or intimidated on the grounds of their race, sex, age, nationality, disability, religion or sexual orientation.
- 6.1.9. Foul, insulting, abusive or racist remarks will not be tolerated from anyone associated with the organisation and behaviour of this type may lead to expulsion from the organisation or commencement of disciplinary procedures.

## **7. Training & Awareness**

- 7.1. St Edmund's PCC will ensure that managers, all other employees and volunteers undertake appropriate training and are made aware of their rights and responsibilities under the Equality, Diversity and Inclusion Policy.
- 7.2. St Edmund's PCC will monitor adherence to this policy that it might provide equal opportunities in employment, and to prevent bullying, harassment, victimisation and unlawful discrimination.
- 7.3. All volunteers and staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination during the course of their employment. This could be against fellow employees or members of the public.

## **8. Incidents & Procedures**

- 8.1. St Edmund's PCC takes seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, worshippers, suppliers, visitors, volunteers, clergy, the public and any others in the course of the organisation's activities. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Details of the organisation's grievance and disciplinary policies and procedures are available on request.
- 8.2. Sexual harassment may amount to both an employment rights matter, safeguarding matter and a criminal matter, such as sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

8.3. Use of St Edmund's PCC's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

8.4. Incidents of harassment will be taken seriously. If the matter cannot be resolved by way of an acceptable apology and an undertaking that the offence will not be repeated, the following action will be taken:

8.4.1. In the case of an employee, the parties will follow St Edmund's Disciplinary and/or Grievance policies and procedures.

8.4.2. In the case of a helper/volunteer, action may be taken as appropriate and, in extreme or persistent cases where deemed necessary, the PCC may require that their involvement with the organisation may cease.

## 9. Monitoring

9.1. St Edmund's PCC will review practices and procedures when necessary to ensure fairness, and update them if required.

9.2. In any event, the equality, diversity and inclusion policy, together with practices and procedures will be reviewed annually, with action taken to address any issues.

9.3. The successful achievement of these objectives necessitates a contribution from everyone and we all have an obligation to report any act of discrimination known to us.

## 10. Further Information

10.1. Further information about Equal Opportunities can be found by going to the website for the Equality and Human Rights Commission – Equality Commission, Equality Act: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

10.2. The Equality, Diversity and Inclusion Policy has the full support of the PCC.

This policy was adopted by St Edmund's Church, Roundhay, at a PCC meeting on:

.....21 February 2022.....[DATE]

Signed for and on behalf of the PCC by:

Mrs Anne Smith.....[PRINT NAME]

SIGNED: EAM Smith.....