



The Trust for Developing Communities

Equality & Diversity Policy¹

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GENERAL STATEMENT OF INTENT

The Trust for Developing Communities (TDC) seeks to be a catalyst for positive social change. It works through project development and support to meet individual and community needs across Sussex and beyond.

TDC recognises that it has a part to play in creating and encouraging equal opportunities for people to contribute to and benefit from our projects. Equally, TDC believes that we have much to learn and profit from diverse cultures, experiences and perspectives, and that diversity will make our organisation more effective in meeting the needs of all our stakeholders. In this context, TDC is committed to equality and diversity and sees this as part of empowerment in the organisation and in local communities.

TDC aims to create a workforce that is as diverse as the communities it serves.

TDC also recognises that certain groups and individuals in society are disadvantaged because of prejudice and discrimination experienced for example as a result of gender, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, HIV status, offender background, class, employment, political or economic status, trade union membership or political affiliation.

There may be other areas where people experience discrimination and TDC will work towards an anti-discriminatory environment within the organisation.

TDC further recognises that discrimination can be direct or indirect and takes place at both institutional and personal levels. TDC recognises and believes that such discrimination is unacceptable and is committed to ensuring that its policies and practices provide equal and appropriate treatment for all in terms of employment of staff, work with volunteers and in all aspects of its service delivery to projects' users.

¹ The policy is directed to employees and volunteers and it will be used in the support provided to the communities that TDC works with.

POLICY

The Equality & Diversity Policy underpins all the organisation's policies and procedures. This policy is complemented by the Anti-Discrimination statement included at the end of this document

TDC's codes of practice in employment and service delivery are designed to counteract and prevent discrimination. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated by staff and volunteers. When discrimination practices are observed in project users and partners, TDC will undertake the adequate steps in accordance to the organisations' procedures.

TDC is committed to establishing, developing, implementing and reviewing this policy. This policy will be updated at regular intervals after consulting staff, Trustees and volunteers. Effective record keeping, efficient acting on information gathered and ensuring allocation of resources for monitoring, are essential in order to measure effectiveness and plan progress. Existing procedures and criteria may be changed in response to changing circumstances and changing needs. TDC is committed to publicising this policy and to providing necessary training and guidance to staff and volunteers.

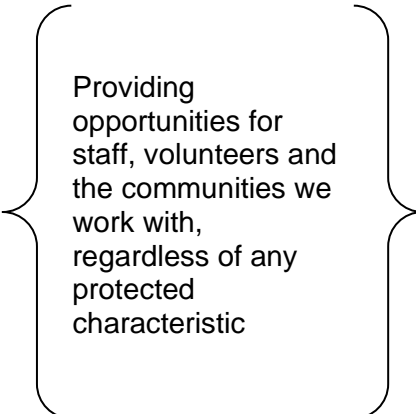
This Equality & Diversity Policy is written to conform to the statutory requirements laid down by legislation as well as the guidance and advice offered by the Equality and Human Rights Commission.

STRATEGY

TDC seeks to challenge stereotyping and to provide equality of opportunity through its:

- i. Staff recruitment, employment and support by improving access to advertisement, posts, training and support.
- ii. Volunteer recruitment and support by advertising widely, broadening the range of tasks, providing training and extra help/support/encouragement to those with varying needs.
- iii. TDC's overall image/communications through literature and positive images that reflect diversity, equality and inclusiveness.
- iv. Service provision which will be anti-discriminatory, appropriate to the needs of the diverse groups and individuals, actively seeking under-represented clients, supportive of clients with varying needs – whenever possible and encouraging of user involvement.
- v. Provision of training, enabling all staff and volunteers to understand, comply with and implement this policy.
- vi. Response to allegations of prejudicial or disadvantaging conduct in line with its Complaints, Disciplinary & Grievance policies.

TDC further defines its beliefs, policy and strategy in the following areas:

Protected characteristic group	TDC recognises that:	TDC is committed to:	TDC will:
All	Negative stereotypes exist which ascribe certain sets of behaviour to particular groups	Challenging stereotyping and marginalisation based on any protected characteristic	<p>Combat derogatory stereotyping, myths and abuse</p> <p>Ensure that TDC's literature and correspondence reflects positive images of people of all backgrounds and groups</p> <p>Seek and provide volunteering opportunities respecting any protected characteristic</p>
All	Protected characteristics can often be used by organisations and society as a way of discriminating against people	 <p>Providing opportunities for staff, volunteers and the communities we work with, regardless of any protected characteristic</p>	Not discriminate or limit jobs or training by any characteristic, unless essential for the particular post.
All	People have abilities, attitudes and skills that are not dependent on their membership of a specific group		Advertise in appropriate places for a range of people and communities
All	Regardless of their protected characteristic, people can make a contribution to the organisation based their individual experience and skills		Provide access to training for all staff and volunteers, regardless of their protected characteristics.
All	The diversity of a multi-faith society, including those with no religious beliefs should be welcomed	Supporting the rights of individuals to their religious beliefs and customs treating these with respect	Accommodate the differing holiday requirements of people from different religious backgrounds within their contractual or volunteering obligations.

1. AGE

TDC recognises that:

- Negative cultural stereotypes exist which ascribe certain sets of behaviour to particular age groups
- Age can often be used by organisations and society as a way of discriminating against older or younger people
- People have abilities, attitudes and skills which are not dependent on their age
- Both older and younger people can make a contribution to the organisation based their own experience and skills.

TDC is committed to:

- Challenging stereotyping and marginalisation based on age
- Providing opportunities for staff and volunteers regardless of age.

TDC seeks to challenge stereotyping by age and provide equality of opportunity by:

- Not discriminating or limiting jobs by age, unless essential for the particular post (e.g. older than the client group if this is necessary.)
- Advertising in appropriate places for older/younger people
- Providing access to training to all age groups
- Giving support to staff and volunteers as necessary
- Seeking volunteers from a range of age groups, using all appropriate recruitment methods/agencies/outlets
- Providing a range of volunteer opportunities suitable for all ages whenever possible (e.g. range of ability/time commitment, etc.)
- Ensuring that TDC's literature and correspondence reflects positive images of people of all ages
- Working through the development of project policies to ensure no discrimination due to age within service delivery, within the remit of the service.

2. DISABILITY AND MENTAL HEALTH

Disability takes many forms and, for the purposes of this policy, the definition includes those with learning and physical impairments, sensory impairment and difficulties due to mental health.

TDC considers that the major barriers faced by people with impairments are the lack of provision for their needs and discriminatory attitudes and behaviour (the social model of disability (2004)².

TDC recognises that there are many forms and degrees of disability, both seen and unseen, and will work to ensure careful consideration to all of these and to make reasonable adjustments wherever possible.

² Albert, H. (2004) *Briefing Note: The Social Model of Disability, Human Rights and Development*. Disability KaR Research Project. <http://www.handicap-international.fr/bibliographie-handicap/1Handicap/ModelesComprehension/socialModel.pdf> [accessed July 2011]

TDC also recognises the importance of help to carers of people with impairments and will ensure that the needs of carers are given full consideration in its work to implement its Equality & Diversity Policy.

TDC supports the principle of employing people with impairments whenever they are the most suitable applicant for the job.

TDC is committed to:

- Working to eliminate discrimination against people with impairments in its procedures and practices as well as encouraging change in individual behaviour and attitudes
- Provision of access, facilities and services to enable people with impairments to take up employment with TDC and to make full use of TDC services
- Informing itself of ways to meet the needs of people with impairments
- Employing people and recruiting volunteers with impairments, whenever they are the most suitable applicant for the job
- Supporting the Equality Act 2010

TDC seeks to challenge stereotyping and discrimination due to disability by:

- A positive commitment to the provision of services from fully accessible premises for staff, volunteers, service users and visitors
- Advertising widely and recruiting people with impairments when they are the most suitable for the job
- Providing open access to training for people with impairments
- Providing opportunities and support for people with learning disabilities, to those on medication and with mental health issues.

3. ETHNICITY

TDC recognises that issues of nationality, ethnic origin, colour or cultural background are all components of the perception of race.

TDC recognises that

- The effects of structures, procedures and individual behaviour can be discriminatory
- People of all races experience negative discrimination

TDC is committed to:

- Working to eliminate discrimination in its structures as well as encouraging change in individual behaviour and attitudes
- Creating partnerships with others to tackle discrimination in the wider community
- Its responsibility to ensure that the TDC services and employment practices are as relevant as possible to all groups
- Achieving a balance between requirements to change behaviour and efforts to encourage attitude change.

TDC seeks to eliminate discrimination in all of its work through:

- The application of policies and procedures requiring a change in behaviour
- Encouraging efforts to change attitudes (e.g. training.)

- Positive action measures to meet the needs of Black, Asian and Minority Ethnic people arising from a history of disadvantage.
- Monitoring its recruitment and employment practices
- Monitoring service provision to ensure that these services are as relevant as possible to all groups.
- The use of positive images in all literature.

4. GENDER

TDC recognises that there is gender discrimination, lack of opportunity and social injustice.

TDC recognises that:

- Gender discrimination can affect women, girls, men and boys in different ways and in different situations
- Stereotyping attitudes negatively affect all sexes
- Language usage, values, attitudes and behaviour can affect young people and children of both genders
- Transgender people experience discrimination due to confusion or ambivalence about their gender identity
- Marital/civil partnership status and/or assumptions about roles in childcare or carer responsibilities are sometimes a barrier to employment
- Sexual harassment can take many forms, e.g. male to female, female to male, or same sex (lesbians and gay men).

TDC is committed to working to eliminate such stereotyping of staff, volunteers and service users, as well as encouraging change in individual attitudes and behaviour.

TDC seeks to challenge stereotyping and discrimination on the grounds of gender by:

- Providing positive initiatives within its work
- Where necessary within its service provision, making separate arrangements to facilitate gender equality, ensure equality of access or uptake of services
- Ensuring that service delivery to young men and women is not of a discriminatory nature
- Making some adjustments to the working arrangements for pregnant women as necessary and appropriate, and working to accommodate these
- Recognising that employees, volunteers and service users may have familial or parental obligations and seeking to support them in honouring these
- Ensuring that its contracts of employment are regularly reviewed to ensure no indirect discrimination based on gender
- Supporting the rights of staff, volunteers and users of services to identify their own gender and not to follow gender defined dress codes
- Dealing with sexual harassment through its grievance, disciplinary and complaints procedures, and taking seriously any such allegations from staff, volunteers and users.

5. RELIGION & BELIEF

TDC is not a religious organisation and does not promote a particular creed or belief. TDC welcomes the diversity of a multi-faith society, including those with no religious beliefs.

TDC is committed to:

- Supporting the rights of individuals to their religious beliefs and customs
- Treating these with respect.

TDC seeks to:

- Combat derogatory stereotyping, myths and abuse
- Accommodate the differing holiday requirements of people from different religious backgrounds within their contractual or volunteering obligations.

6. SEXUAL ORIENTATION

TDC supports the provision of equal access to its services and equal treatment of its employees and of people who use its services who are lesbian, gay, bisexual and “unsure” or “questioning”.

TDC is concerned about the discrimination suffered by lesbians, bisexual people and gay men based on unjustified views about 'normal' relationships. Such views are unjustified TDC is concerned that the extent of the problem of discrimination against lesbians, bisexual people and gay men can often not be measured because of the pervasiveness of homophobia and biphobia.

TDC is committed to:

- Meeting special needs of lesbians, bisexual people and of gay men arising from the discrimination that they suffer.

TDC seeks to:

- Provide an environment where lesbians, bisexual people and gay men can be free from harassment and feel safe in coming out
- Ensure that legal and contractual entitlements are regularly reviewed to ensure no indirect discrimination to lesbian, bisexual people and gay staff, e.g. parental leave entitlement
- Develop a positive working environment for lesbian, bisexual people and gay staff, volunteers and users of TDC's services through the use of monitoring, positive role models, training, etc.

7. AIDS or HIV STATUS

TDC recognises that people who have AIDS or are HIV positive are discriminated against due to ignorance and fear.

TDC is committed to combating AIDS/HIV related discrimination:

- In its employment and recruitment practices
- In service provision

- By ensuring that service users, staff and volunteers do not receive adverse treatment due to their AIDS or HIV status.

8. CLASS

TDC is aware that class is related to issues of economic and cultural power within society and, privilege and inequality still exist according to social and economic status. TDC supports the provision of services and employment of staff and volunteers regardless of class.

TDC is committed throughout its work to:

- Working towards the elimination of any forms of discrimination on class issues
- Combating marginalisation in terms of access to education, services, opportunities and the experience of negative stereotyping.

TDC seeks to challenge stereotyping due to class by:

- Working to improve access to services for those disenfranchised by their social and economic status
- Creating opportunities and providing access to information
- Working for empowerment of those disadvantaged
- Questioning value-laden assumptions, e.g. based on accent, clothing, etc.

9. EMPLOYMENT PRACTICE

TDC is committed to being a diversity and equal opportunities employer.

All job applicants are considered on the basis of merit, abilities and potential. No applicant receives less favourable treatment on the grounds of race, colour, nationality, belief or religion, sexual orientation, gender, marital or civil partnership status, physical or mental disability, HIV status, age, class, trades union membership or non-membership.

TDC seeks to provide equality of opportunity in employment through:

- A policy and guidelines for the recruitment of staff
- The implementation of the principles of the Rehabilitation of Offenders Act (1974)
- The selection, professional development and treatment of staff on the basis of equality of opportunity.
- The expectation that all staff appointed by TDC are committed to the principle and implementation of equal opportunities, including the challenging of discriminatory behaviour. Candidates and staff are entitled to use the Grievance or Complaints procedures in cases of perceived discriminatory behaviour
- The treatment of any harassment or discrimination by staff against an employee, volunteer or service user as a matter for disciplinary action
- The monitoring of the recruitment process and the collation and annual review of statistics to provide a basis for improvement.



The Trust for Developing Communities

Statement on Anti-Discriminatory Practice – Revised July 2011

TDC will aim to:

- Ensure that the services it offers are open and accessible to all members and sections of the community
- Be flexible and recognise that everybody is different
- Be aware of how people may find it difficult to join groups and to:
 - offer support and encouragement to help those who find it difficult to participate
 - offer groups help with ideas of how to encourage new members
- Recognise that TDC cannot meet everyone's needs, but can address the needs in some way of those who are not involved in their communities because of feeling discriminated against
- Empower local people. TDC recognises that if groups are managed and controlled by members then they will be best suited to reflect what the local community wants
- Encourage groups to set up a democratic structure so that they are accountable to the wider community
- Review the progress of the implementation of this statement of Anti-Discriminatory practice regularly

In pursuit of the Statement on Anti-Discriminatory Practice TDC will in particular:

1. Strive not to discriminate against people with the use of difficult or over complicated language

TDC should, in letters, reports, posters, leaflets, etc.

- keep language simple and clear
- not use unnecessary long words
- avoid jargon or abbreviations and initials
- sensitivity with the use of non-binary/ male/female pronouns
- use a large font in posters and a minimum 12 point font in all letters, minutes and paperwork.
- provide measures for those whose first language is not English
- be aware that a local 'interpretation' service is now available

2. Consider the most appropriate ways of circulating and displaying information about services to the community

TDC should:

- ensure that information is placed in as many places as possible and not rely entirely upon Community Newspapers - this includes considering the information needs of blind people, deaf people, children, young people, etc.
- advertise through groups who provide services to certain sections of the

community e.g. groups for blind people, Black, Asian and Minority Ethnic organisations, women's organisations, etc.

- ensure that information is provided through the most appropriate channels for the different groups it works with e.g. printed material, emails, social media, etc.

3. Consider those whose capacity to participate in their community is restricted by childcare responsibilities - particularly single parents

TDC should strive, where possible within resources, to provide crèches, babysitting support, childcare fees supports, etc. to enable parents to take part in the activities within their community

4. Consider the implications of how disability can restrict people's capacity to participate in or benefit from community activity

TDC should strive to ensure that any buildings or community facilities are accessible to people with any type of impairments (physical, visual, hearing, mental health etc.) and ensure that their needs are considered in buildings used for open events and community facilities

5. Help new community groups, when starting, to consider those who may find it difficult to participate or who feel discriminated against

6. When encountering individuals who we are unable to help or are unable to involve in local groups for whatever reason, we will endeavour to either:

- put them in touch with an organisation that can help them
- encourage another more appropriate authority or organisation to meet their needs if none such exist already

POLICY APPENDIX – DEFINITIONS

1. GENERAL

1.1 TDC accepts that indirect discrimination, institutional discrimination, positive action, positive discrimination and victimisation apply to all categories of discrimination.

1.2 TDC accepts that many people experience discrimination because their disability, race, or HIV status, etc., is not obviously apparent. TDC is committed to providing an organisational environment, which takes account of both visible and invisible areas of discrimination.

1.3 TDC accepts that many forms of discrimination derive from stereotyping and it is committed to challenge behaviours based on it.

2. DISABILITY

A person with a disability is one who has been born without, or who has sustained the loss or impairment of a functional ability, which can relate to physical disability, sight disability, hearing disability, speech disability, learning disability or mental illness. It may be hidden or occasional, e.g. epilepsy.

2.1 Activity limitation and participation restriction

As recognised by the World Health Organisation, *activity limitation* is a difficulty encountered by an individual in executing a task or action. *Participation restriction* is a problem experienced by an individual in involvement in life situations. A person may be in a disadvantaged position if she or he is deprived with respect to her or his environment and the attitudes or behaviours of others. If full access, positive attitudes and behaviour and other facilities are provided, she or he would not be in that position. Not all disabled people necessarily experienced activity limitations and/or participation restrictions.

2.2 Registered Disabled

This is a legal term for people who have registered. Registration is voluntary.

2.3 Discrimination

This consists of a failure to consider the needs of people with impairments in the provision of services or arrangements for meetings or of applying an unnecessary requirement for a job. It also consists of treating people with impairments as though they are incapable or expecting them to be incapable and, therefore, praising them for being capable.

2.4 Harassment

Harassment of people with impairments includes actions or behaviour that is unwanted by the recipient such as unnecessary touching or attention, jokes about people with impairments or the use of offensive terms to describe them.

3. GENDER

3.1 *Sexism*

Sexism involves a belief that women or men are inferior and/or have a specific role to play which is to serve the needs of others either as carer or as a sex object. Sexism also involves the use of power to maintain this view of women and men as a reality.

3.2 *Sexist language*

Use of the male or female gender in language to describe jobs or people helps to perpetuate stereotypical views about being able to do certain jobs or play certain roles .

3.3 *Institutional sexism*

This refers to structures, procedures or practices that have been established on the basis of a belief that women, and in some circumstances men, can only undertake certain roles.

3.4 *Sexual harassment*

Sexual harassment involves conduct of a sexual nature which is unwanted by the recipient and which the perpetrator knew or should have known was offensive to the recipient. Examples include physical, verbal and visual harassment and persistent attention.

4. SEXUAL ORIENTATION

4.1 *Homophobia and Transphobia*

This consists of prejudice and bigotry based on hatred of lesbians, bisexual people, gay men and transgender people.

4.2 *Heterosexism*

This is discrimination against lesbians and gays at both the personal and institutional level. Heterosexism is based on the assumption that heterosexuality is the superior and only 'natural' and "normal" form of sexuality. As with other forms of discrimination, it involves a combination of prejudice and power to apply that prejudice.

4.3 *Heterosexual*

This refers to a person, male or female, who is sexually and emotionally attracted only to people of the opposite sex.

4.4 *Homosexual*

This term refers to a person, male or female who is sexually and emotionally attracted only to people of the same sex. It is both a legalistic and medicalised term and so its use is often seen to be oppressive.

4.5 *Bisexual*

This term refers to a person, male or female, who is sexually and emotionally attracted to people of both sexes.

4.6 *Lesbian/Gay man*

For the purposes of this policy, lesbians and gay men is an overall term preferred over 'homosexual'. The order of reference is also important: the term 'lesbians and gay men' is preferred as it seeks to challenge the false assumption that male behaviour is defining and female behaviour is diminutive. The term is also preferred to 'the lesbian and gay community' which fails to recognise the diversity of experience and sometimes specific or different needs of lesbians and of gay men.

4.7 Coming Out

This is the term used by lesbians, bisexual people and gay men when they tell other people about their sexuality. It is not to be confused with 'being out' which is the general experience of being open about our sexuality. It's worth noting that lesbians, bisexual people and gay men may have to 'come out' numerous times in different situations (for example, when first joining a new group, or meeting new people). It's also important that choice to 'come out' or not is a personal one and other people should not discuss or reveal a person's sexual orientation without their permission.

4.8 Trans / Transgender

An umbrella term for someone whose gender differs from the one they were given when they were born. Trans people may identify as male or female, or they may feel that neither label fits them.

5. RACISM

This consists of a combination of power and prejudice. It is having the resources and the opportunity to put into effect one's prejudice at the expense of particular ethnic groups. Power is the ability to make things happen or prevent them from happening. Prejudice is an unfounded opinion or feeling based on a person's race, colour, ethnic or national origins.

5.1 Racial Harassment

Racial harassment is conduct that is believed by the recipient or others to be racist in intent. This conduct is an act or series of actions directed at a person or their property based on the person's ethnic background, colour or nationality. It exists in many forms, ranging from physical abuse to much more subtle ways of creating an uncomfortable and unpleasant environment. Examples include physical attack or threats, verbal abuse, racist jokes, remarks about a person's appearance, using offensive names, racist graffiti, offensive literature, exclusion from work or social events, false assumptions and stereotyped generalisations.

5.2 Racist Discrimination

It consists of treating a person, on racial grounds, less favourably than others are or would be treated in the same or similar circumstances. This includes the segregation of a person from others on racial grounds.

5.3 Indirect Discrimination

It consists of applying a requirement or condition which although applied equally to persons of all racial groups, is such that a considerably smaller proportion of a particular racial group can comply with it, and which cannot be justified on other than racial grounds.

5.4 Institutional Racism

It is often assumed that discrimination is the result of current actions by individual people. Institutional racism is concerned with discrimination which has been incorporated into structures, processes and procedures of organisations, either because of racial prejudice or because of a failure to take into account the particular needs of people from Black, Asian and Minority Ethnic groups.

5.5 Discrimination on Racial Grounds

This means to discriminate on grounds of colour, race, nationality (including citizenship) or ethnic or national origins.

5.6 Black, Asian and Minority Ethnic (BAME)

This is a term that is most widely used as a conscious and political expression of racist oppression and/or to denote unity of origin. This term is also generally used to describe people whose origin is not white/British , e.g. Black, Asian, Mixed race, Gypsies and Travellers.

5.7 Victimisation

It occurs where a person is treated less favourably or is discriminated against because he or she has pursued or intends to pursue their rights under this Policy via the grievance procedure or through legal channels.

6. STATUS OF DEFINITIONS

Some of the above definitions reflect some, but not all of the wording of the Equality Act 2010 and Codes of Practice. The definitions are designed to provide an outline understanding and not replace the legal form of words.