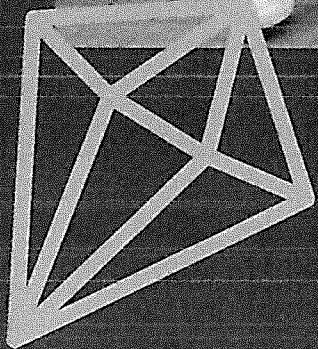


# HOME START

## Home-Start Kirklees

### Equity, Equality, Diversity and Inclusion Policy



We  
inspire  
growth

We  
prioritise  
kindness

We  
achieve  
together



### D) Equity, Equality, Diversity and Inclusion Policy (Mandatory)

Title	Home-Start Network EEDI Policy	Date
Author	Helen Hyatt	
Approver	Impact Reference Group	
Owner	Director of Network Impact	
Published	Location of published document @Home May 2024	11/06/24
Review frequency	Three years or following significant legislative changes	11/06/24
Next publication date		06/27
Local review	Reviewed by Home-Start Kirklees	06/24
Adopted		08/24
Next review due		08/27

This policy and its associated appendices was adopted by Home-Start Kirklees on 29.08.24 and is to be reviewed by end of August 2027

Name: Clare Mulgan

Signed:

Date: 29.08.24

**This should be signed by the most senior person in your organisation i.e. child protection lead on the board of trustees**



## Introduction

Home-Start Kirklees is here to support all families with young children through their challenging times. To do this, we need to strive to be the most inclusive organisation we can be. Home-Start Kirklees want to create an environment where every family, volunteer and staff member, supporter and funder feels welcomed, included and valued.

### 1.1 Scope and Responsibilities

This policy applies to all people who are involved with this service including trustees, staff and volunteers.

The Trustees are aware of their responsibilities under the Equality Act 2010 and will uphold this policy and commit to supporting trustees, staff and volunteers to undertake regular EEDI training, development or updates.

## 2 Our Commitment to you

This policy sets out Home-Start Kirklees commitments to:

- Respect diversity and progress equality as an employer
- Create an inclusive culture that values diversity
- Take positive action to challenge racism and discrimination

Home-Start Kirklees believe that a culture of equality, diversity and inclusion not only benefits our organisation but supports staff and volunteer wellbeing which has a positive impact on the service we offer. People who feel comfortable to be themselves contribute to building an inclusive culture for families using the service and volunteers.

We are committed to promoting a service based on dignity, trust and respect, and one that is free from discrimination, harassment, bullying or victimisation.

We ensure that our recruitment, career development and retention procedures for staff and training, support or development opportunities for volunteers do not treat people less favourably because of their:

- disability
- gender, gender identity or gender reassignment status
- marital status
- race, racial group, ethnic or national origin, or nationality
- religion or belief
- sexual orientation
- age



- civil partnership status
- pregnancy or maternity
- paternity
- educational background
- socio-economic background
- caring responsibilities
- part-time status; or
- fixed-term status

### 3 What we expect from you

All those representing Home-Start should take personal responsibility for observing, upholding, promoting and applying this policy. Home Start Kirklees culture is made in the day-to-day interactions between us, so creating the right environment is a responsibility that we all share.

People should treat others who they interact with in their role fairly and with dignity, trust and respect. Sometimes, this may mean allowing for different views and viewpoints and making space for others to contribute. We will support staff and volunteers who in the course of their work or volunteering role feel that these values/culture has been challenged.

We will take appropriate action to address unacceptable behaviour such as discrimination, bullying, harassment and victimisation, through our relevant policies (Grievances, Disciplinary, Whistleblowing and Complaints). All concerns and complaints will be taken seriously, promptly and thoroughly investigated, and dealt with sensitively.

### 4 Accessible and Inclusive

At Home- Start Kirklees accessibility is all about designing an experience to meet the needs of everyone, including those with disabilities. We try to ensure that everyone has the same access and that no one becomes excluded.

Inclusiveness, or the practice of inclusivity, is creating a service which is mindful of a broad range of users, their variable abilities, their variety of environments, situations, and contexts.

For us, inclusive design is all about empathising. It means depicting all types of diversity in our imagery to ensure that we're representing a wider demographic of people with regards to ethnicity, ability, gender and sexual orientation. This helps people to relate to the content by picturing themselves within it.



## 5 Discrimination

The Equality Act 2010 prohibits discrimination because of certain protected characteristics. These are:

- disability
- sex
- gender reassignment
- marital or civil partnership status
- race
- religion or belief
- sexual orientation
- age and
- pregnancy or maternity

Discrimination can be intentional or unintentional and may occur directly, indirectly, by association, or by perception (see Appendix A for Different types of discrimination under the Equality Act 2010) and we acknowledge that some forms of discrimination may occur in particular settings or environments and the close nature of the work that may happen in the confines of a family home.

Discrimination is not always obvious and can be subtle and unconscious. This stems from a person's general assumptions about the abilities, interests and characteristics of a particular group that influences how they treat those people (known as "unconscious bias"). Such assumptions or prejudices may cause them to apply requirements or conditions that put those in particular groups at a disadvantage.

## 6 Harassment and sexual harassment

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of:

- violating someone else's dignity or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for someone else.

Sexual harassment is:

- conduct of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment; and
- less favourable treatment related to sex or gender reassignment that occurs because of a rejection of, or submission to, sexual conduct

You should refer to our Compliments, Concerns and Complaints Policy for further information on our procedure for reporting harassment and **appendix 1** Anti-harassment and bullying policy.



## 7 Victimisation

Victimisation is treating another person detrimentally either because that person has raised a concern or made a complaint of discrimination or harassment, or because they have supported someone else who has made such a complaint, for example by giving a witness statement that supports the allegations.

## 8 Bullying

There is no legal definition of bullying. However, we regard it as conduct that is offensive, intimidating, malicious, insulting, or an abuse or misuse of power, and usually persistent, that has the effect of undermining, humiliating or injuring the recipient.

Bullying can be physical, verbal or non-verbal conduct. It is not necessarily face to face and can be done by email, phone calls, online or on social media. Bullying may occur at work or outside work.

If the bullying relates to a person's protected characteristic, it may also constitute harassment and, therefore, will be unlawful (see Harassment).

You should refer to our Compliments, Concerns and Complaints Policy for further information on our procedure for reporting bullying and **appendix 1** Anti-harassment and bullying policy.

## 9 Forums

We encourage people to join local forums or consider ways to support EEDI for example, local groups or fora such as neuro diversity forums or consider developing mental health champions etc.

## 10 Equality of opportunity

### 10.1 Recruitment

We aim to attract trustees, staff and volunteers from the widest possible diversity of backgrounds and experiences. We will ensure that recruitment and selection of staff and trustees is inclusive, transparent and fair. We aim to recruit a diverse group of volunteers. Home-Start Kirklees wants to ensure that the service is attractive and welcoming to the local community and that families with different needs and backgrounds have a good experience of the services.

Staff salaries are set by the board of trustees and are not negotiable as a culture of salary negotiation can result in inequality.

Job descriptions, person specifications and application processes will be reviewed as each vacancy arises to ensure we use every opportunity to enhance diversity in our organisation. Members of staff will have appropriate training and experience to support inclusive recruitment practices.



Role descriptions for volunteers and our approach to promote and recruit volunteers will be reviewed regularly to support Home-Start Kirklees to promote diversity and inclusion. Volunteer role descriptions will be regularly reviewed to ensure they are inclusive and support diversity.

Every decision-maker should challenge themselves, and other members of the recruitment selection panel, to make sure that any stereotypes, unconscious bias or prejudice do not play any part in recruitment decisions. (For further detail please see our recruitment and selection policy). Individuals involved in volunteer recruitment should be aware of stereotypes and unconscious bias and prejudice do not play any part in recruitment decisions.

### 10.2 Personal development

Any decision made relating to a person's promotion or individual development must be free from discrimination.

We ensure that selection criteria and processes for promotion are reviewed on a regular basis so that there is no discriminatory impact on a certain group.

### 10.3 Disability inclusion

#### **Recruiting people with a disability**

Home-Start Kirklees will consider disability in advance of a recruitment campaign so that advertising, application forms and assessments, arrangements for interviews, job descriptions and person specifications, and selection criteria are appropriate and as inclusive as possible.

Applicants attending interview will be asked if they require any reasonable adjustments to be made to the interview stage. These may include ensuring easy access to the premises for an interview/ an alternative to a telephone interview for a deaf candidate/providing a suitable chair for an interview with a candidate suffering from back problems.

#### **Reasonable adjustments**

Home-Start Kirklees will strive, within our means as a charity, to ensure our work is inclusive and accessible in respect of protected characteristics and people's lived experiences. Where possible, we will make reasonable tailored adjustments to accommodate the diverse needs and requirements of staff and volunteers.

This includes making reasonable adjustments for people who are neurodiverse, also working to make all of our working practices more inclusive from a neurodiversity perspective.



We encourage people with disabilities to let us know so that we can support you, for example by making reasonable adjustments to our premises or to aspects of your role, or to our working practices.

#### 10.4 Training

We encourage every current employee, trustee or volunteers to participate in equality, diversity and inclusion training/updates etc. We encourage trustees, staff and volunteers to support our equality, diversity and inclusion initiatives and encourage them to attend events and workshops to inform them the challenges faced by others and how to help alleviate these in the service.

## 11 Taking positive action to challenge racism and discrimination

We uphold an ethical and organisational commitment to going beyond the minimum expectations in terms of equality and diversity. We recognise the important role Home-Start Kirklees has in creating change, modelling positive behaviour, taking action and reporting on progress.

We commit to using our voice as a charity to promote inclusion and challenge discrimination in order to raise awareness and tackle the challenges faced by families experiencing marginalisation and discrimination.

We value lived experience, the ability to draw from one's lived experience and to bring insights to an organisation and will seek to sensitively support individuals to bring their lived experience into enhancing our impact.

We seek to raise the profile of under-represented groups within all of our materials and public-facing activities, seeking in particular to challenge stereotypes. We will actively promote our work with diverse communities, to reach as many people as we can with our support.





## 12 Appendices

### Different types of discrimination under the Equality Act 2010

- **Direct discrimination:** Treating someone less favourably because of a protected characteristic compared with someone who does not have that characteristic (for example choosing not to recruit someone because they are disabled and you think they "wouldn't fit in" to the team).
- **Indirect discrimination:** Where a policy, procedure or way of working that applies to everyone puts people with a particular protected characteristic at a disadvantage, compared with people who do not have that characteristic, unless there is a good reason to justify it. An example is introducing a requirement for all staff to finish work at 6pm. It is arguable that female employees, who statistically bear the larger share of childcare responsibilities could be at a disadvantage if the new working hours prevent them from collecting their children from school or nursery.
- **Associative discrimination:** Treating someone less favourably because they are associated with someone who has a protected characteristic, for example because their partner is transgender.
- **Discrimination by perception:** Treating someone less favourably because you perceive them to have a protected characteristic even if they do not, for example choosing not to promote someone because you mistakenly perceive them to be gay.
- **Discrimination arising from disability:** Treating someone unfavourably because of something connected with that person's disability and where such treatment is not justified. Examples include:
  - dismissing or failing to pay a bonus to someone because of their disability-related absence; or
  - disciplining someone for losing their temper where such loss of temper was out of character and was due to severe pain caused by them having cancer.
- **Failing to make reasonable adjustments:** Employers are legally obliged to make reasonable adjustments to ensure that aspects of employment, or the employer's premises, do not put a disabled person at a substantial disadvantage. Failing to comply with this duty is unlawful. Examples of reasonable adjustments might include:
  - allocating some of the disabled person's duties to a colleague;
  - changing their working hours or place of work;
  - adjusting procedures for assessing job candidates; and
  - modifying disciplinary and grievance procedures.



## Appendix 1

### **ANTI-HARASSMENT AND BULLYING**

#### **About this policy**

We are committed to providing a working environment free from harassment and bullying and ensuring all staff are treated, and treat others, with dignity and respect.

#### What is harassment?

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.

It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Harassment, such as that related to colour, nationality, ethnic or national origin or political opinion, is unacceptable even if it does not fall within any of these categories.

Harassment may include, for example:

- i. unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- ii. unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- iii. offensive e-mails, text messages or social media content;
  - mocking, mimicking or belittling a person's disability.

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

#### What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:



- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about someone's performance;

Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

If you are being harassed or bullied

If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to your line manager, who can provide confidential advice and assistance in resolving the issue formally or informally.

If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our Grievance Procedure.

We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.

Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by you the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. If the harasser or bully is not another member of staff but a third party such as a beneficiary or volunteer, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

Protection and support for those involved

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

Procedure to minimise and manage risks of violence and harassment

The work of Home-Start Kirklees may expose staff to risk of violence. We will take all reasonable steps to prevent harassment from occurring and will take action to minimise risks and to support staff and volunteers who are victims of violence. To that end we will provide:

- adequate staffing levels;
- training/guidance to you on harassment and how this is treated should an allegation be founded;



- physical resources and alterations to property to overcome potential hazards;
- systems for the exclusion of certain people from our premises when aggressive behaviour is encountered. Similarly, if necessary, we will refuse to visit those people in their own homes;
- a requirement that all workers/volunteers will take reasonable care to protect their own safety and that of others. Staff have the right to take proportionate and reasonable action in self-defence or restraint;
- insurance against any Home-Start Kirklees' negligence resulting in personal injury and damage to property;
- access to DAS counselling for staff/volunteers who have been victims of work-related violence;
- scope for you to use your own judgement, where you consider there is a danger to yourself or others, to call the police for assistance and to take any other reasonable action;
- freedom for you to take individual legal action against any perpetrators of violence against you, should we decide not to take action in our own right;
- reporting mechanisms for acts of violence within our Health & Safety procedures;
- mechanisms for thorough investigation and appropriate follow up action on any reports of violence in the work place.

#### Responsibilities

Trustees and the senior members of staff have a responsibility to:

- Implement this policy, to ensure staff are aware of and understand it.
- Ensure that training is available
- Treat any report of work-related violence and / or harassment seriously and to respond to them promptly
- Record details of incidents and, where appropriate, give staff involved full support during the whole process
- Monitor incidents of violence and abuse and initiate appropriate action if more measures are needed.

Your responsibility is to:

- have personal responsibility for your own behaviour and ensuring that you comply with this policy
- attend training as requested
- take reasonable care to protect your own safety and that of others
- co-operate with any investigations into actual or alleged acts of violence and/or harassment.



## Record-keeping

Information about a complaint by or about you may be placed on your personnel file, along with a record of the outcome and of any notes or other documents compiled during the process.



## References

Name / Source
<b>Equality Act 2010</b>
<b>Protection from Harassment Act (1997)</b>
<b>Human Rights Act 1998</b>
<b>Data Protection Act 2018</b>
<b>UK General Data Protection Regulation (retained from EU Regulation 2016/679 EU)</b>
<b>Fair Employment and Treatment (Northern Ireland) Order 1998</b>

Table of Amendments from Home-Start Kirklees

Version	Document		By	Date
1.00	Reviewed June 2024	No changes to note. This is a brand new policy review by HS-UK which is significantly different to the previous version which is now deemed out of date.	Kerri Flanagan	19.06.24
2.00				