

# Project Challenge Equality & Diversity Policy

<b>Lorna Butterick</b> E & D Lead <a href="mailto:lorna.butterick@Project Challenge.org.uk">lorna.butterick@Project Challenge.org.uk</a> 01422 363644	<b>Jill Wilson</b> Project Challenge Board Chair <a href="mailto:Jill.wilson8@me.com">Jill.wilson8@me.com</a> 01422 354605
<b>Tom Harnett</b> <a href="mailto:tom.harnett@Project Challenge.org.uk">tom.harnett@Project Challenge.org.uk</a> Deputy E&D Lead 01422 363644	Roger Harvey <a href="mailto:rharvey@harveysofhalifax.co.uk">rharvey@harveysofhalifax.co.uk</a> Board E&D Lead 01422 331188
<b>Version 4: 19<sup>th</sup> September 2024</b>	<b>Review next due: September 2025</b>

## Scope

This policy applies to all Project Challenge employees, volunteers and Board members.

## Introduction

The Management Board and staff of Project Challenge is committed to the elimination of all forms of discrimination and the promotion of equality and social inclusion within all aspects of its operations.

It is Project Challenge's policy to provide an environment for staff and trainees which is free from discrimination, harassment & victimisation and where everyone, regardless of gender, ethnic or national origin, colour, disability, age, marital status, sexual orientation, past convictions or religion, is able to use their talents and abilities to their full potential.

Project Challenge unreservedly accepts the spirit and intention of the various statutory instruments / Acts of Parliament which separately and collectively promote the abolition of discrimination, examples of which are:

- a) Equal Pay Act 1970, & amendment regulations 1983
- b) Sex Discrimination Acts 1975 & 1986
- c) Race Relations Act 1976 & Race Relations (amendment) Act 2000
- d) Disabled Persons (Employment) Acts 1944 & 1958
- e) Rehabilitation of Offenders Act 1974 (Taking account of the relevant exclusion clauses as laid out in the Rehabilitation of Offenders Act 1974 ( Exceptions) (Amendment) Order 1986
- f) Disability Discrimination Act 1995
- g) Code of Practice re Age Diversity Nov 1999
- h) Human Rights Act 2000
- i) Gender Reassignment Regulations 1999
- j) Protection from Harassment Act 1997
- k) Employment Act 2002
- l) Bribery Act 2010

## **Policy Principles**

Project Challenge shall:

- Actively promote a training environment which is free from discrimination, harassment and victimisation by promoting equal opportunity awareness to staff and trainees and by operating an effective complaints and grievance procedure
- Ensure that as an employer / training provider we meet the needs of all of our employees / trainees and fulfil our responsibilities under all aspects of the equality legislation
- Ensure that all of the training services delivered are free of bias and inclusive to all members of our local communities. Regular monitoring of the service delivered will assist in the identification of any gaps and suitable action plans can then be designed to meet the needs identified
- Ensure that the recruitment of staff and trainees is carried out in a fair manner and that the procedure is monitored in order to ensure that people are not being discriminated on grounds of their race, sex, disability, age, past convictions, sexual orientation, marital status, religion, nationality or ethnic origins. Where under representation in any group is identified positive action projects should be taken to address such.

## **Policy Outputs**

The Operations Manager of Project Challenge will enable reporting and support for all aspects of Equality & Diversity. A member of the Board will have the designated responsibility for this:

Project Challenge will:

- Appoint a nominated Board E & D Lead on the Board of Directors;
- Appoint an E&D Lead and an Deputy E&D Lead who will take overall responsibility for the organisation's work in this area and who will be available on a day to day basis to guide and support staff in their work;
- Report on this area to the Board;
- Produce a comprehensive set of E&D Procedures, relevant for each area of the business, to ensure all staff understand their responsibilities and are able to act appropriately if they are concerned about a child , young person or vulnerable adult;
- Produce and implement an organisation-wide E&D Training Plan, subject to review and refresh on an annual basis, to ensure that all staff are aware, knowledgeable and suitably skilled to deal competently with any situation relevant to their role;
- To ensure E&D is on the weekly staff meeting agenda to share knowledge, experience and undertake research to inform practice, ensure continuous improvement and embed good practice across the business;
- Incorporate an assessment of E&D practice within supervision and appraisal processes for all relevant staff;
- Apply organisation standards across all sub contracted delivery partnerships, subject to scrutiny via our contract management and performance management process;
- Share information appropriately with all relevant individuals and agencies;

- Ensure appropriate storage of all information in relation to E&D;
- Maintain excellent working relationships with key E&D agencies to support our work in this area;
- Include E&D practice in the annual quality cycle; the outcomes of which will be addressed by the E&D Lead on the Board;
- Review the effectiveness of policy, procedures and practice on an annual basis or subject to legislative change, via the E&D Lead on the Board;

## **E&D Portfolio**

The organisation will maintain a portfolio of policy, procedures and guidance which underpin the general approach to E&D and embed consistent practice across the organisation:

- Marketing & Promotion
- Advertising
- Recruitment
- Selection
- Terms and Conditions of Service
- Working Environment
- Training and Development
- Promotion
- Discipline
- Grievances Termination of Services to Clients

## **Monitoring Effectiveness**

The E&D Lead will ensure the effective implementation of this policy by monitoring:-

- The implementation, impact and outcomes of the E&D Training Plan;
- Evaluating the effectiveness of E&D interventions in delivery;
- Compliance related to the recording, sharing and storage of information;
- The work and impact of the weekly staff meetings in reference to E&D;
- Supervision and appraisal practice in relation to E&D;