

EQUALITY & DIVERSITY POLICY

1. Policy Statement

We at Lordship Hub Co-op are committed to creating a working environment free of bullying, harassment and victimisation in which everyone, whatever their socio-economic or personal characteristics, feels included and valued, and which provides equality of opportunity and freedom from discrimination on the grounds of race, colour, nationality, ethnic origin, sex, gender, marital status, disability, religious beliefs, economic status, age or sexual orientation or gender reassignment. This Policy aims to remove unfair and discriminatory practices within the organisation and to encourage full contribution from its diverse community. Lordship Hub Co-op is committed to actively opposing all forms of discrimination.

Lordship Hub Co-op also aims to provide a service that does not discriminate against its clients, customers, volunteers and general public in the means by which they can access the services and goods supplied by the Lordship Hub Co-op. Lordship Hub Co-op believes that all our staff, volunteers and users are entitled to be treated with respect and dignity, and to feel included and valued.

2. Objectives of this Policy

- 2.1** To reduce, stop and prevent all forms of discrimination. This includes in dealing with grievances, disciplinary procedures and dismissal, leave for parents and requests for flexible working.
- 2.2** To ensure that recruitment, promotion, training, development opportunities, assessment, redundancy and service provision are determined on the basis of capability, qualifications, experience, skills and productivity.
- 2.3** To encourage practices and ways of interacting with people that make everyone involved with Lordship Hub Co-op feel included and valued.

3. Designated Officer for Equality and Diversity

Name: Ruth Keeling

Role: Board Member responsible for Equality & Diversity

Contact Details: Lordship Hub, Lordship Recreation Ground, Higham Road, N17 6NU, 0208 885 5684

4. Definition of Discrimination

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religion, economic status, age, sexual orientation. Discrimination may be direct or indirect.

5. What is inclusion?

5.1. When we refer to people feeling included, we mean that they feel a sense of belonging and a sense of feeling respected and valued for who they are. All involved with the Lordship Hub Co-op will continuously work on improving its ways of working and its methods and styles of interaction so that everyone involved with our organisation feels they belong and feels engaged and connected to the extent that they want to be.

5.2 Inclusion is a universal human right whose aim is to embrace all people, irrespective of their socio-economic and personal characteristics. It is about valuing and welcoming all individuals, giving equal access and opportunity to all and removing both discrimination and other barriers to involvement.

5.3. Work towards inclusion must be pro-active, involves imagining better, and understands that everyone has something to contribute and everyone needs to feel welcomed, comfortable and valued for the contributions they do make.

6. How we will address various forms of discrimination

6.1 Sex, Gender and Marital Status

Lordship Hub Co-op will work pro-actively to ensure that everyone, regardless of

sex, gender and/or marital status feels equally valued and involved. It is not permissible to treat a person less favourably on the grounds of their sex or gender or the fact they are married. This applies to both men and women, and also to people whose gender has been re-assigned or who identify as non-binary. Sexual harassment of any person can be found to constitute sex discrimination. For example, asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

6.2 Age

The Lordship Hub Co-op will work pro-actively to ensure that everyone, regardless of age, feels equally valued and involved. It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. However, there may be special protective policies and restrictions for those under 18.

6.3 Disability

The Lordship Hub Co-op will work pro-actively to ensure that everyone, regardless of disability, feels equally valued and involved. It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to the service and ability to be employed, volunteer, receive training, or gain promotion.

6.4 Race, Colour, Nationality and Ethnic Origin

The Lordship Hub Co-op will work pro-actively to ensure that everyone, regardless of race, colour, nationality or ethnicity, feels equally valued and involved. It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

6.5 Sexual Orientation

The Lordship Hub Co-op will work pro-actively to ensure that everyone, regardless of sexual orientation, feels equally valued and involved. It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, or transsexual.

6.6 Religion or Belief

The Lordship Hub Co-op will work pro-actively to ensure that everyone, regardless of religion or religious belief, feels equally valued and involved. It is

not permissible to treat a person less favourably because of their religious beliefs or their religion.

6.7. Economic status

The Lordship Hub Co-op will work pro-actively to ensure that everyone, regardless of economic status, feels equally valued and involved. It is not permissible to treat a person less favourably because of their economic status, class or income.

7. Reasonable Adjustments

Lordship Hub Co-op has a duty to make reasonable adjustments to facilitate the involvement of a disabled person. These may include:

- 7.4 Making adjustments to premises;
- 7.5 Re-allocating some or all of a disabled employee's duties;
- 7.6 Transferring a disabled employee to a role better suited to their disability;
- 7.7 Relocating a disabled employee to a more suitable office;
- 7.8 Giving a disabled employee time off work for medical treatment or rehabilitation;
- 7.9 Providing training or mentoring for a disabled employee;
- 7.10 Supplying or modifying equipment, instruction and training manuals for disabled employees; or
- 7.11 Any other adjustments that Lordship Hub Co-op considers reasonable and necessary provided such adjustments are within the financial means of Lordship Hub Co-op.

If a participant has a disability and feels that any such adjustments could be made by the organisation, they should contact the Designated Officer.

8. Responsibility for the Implementation of this Policy

The active commitment and co-operation of everyone involved with the Lordship Hub Co-op is essential for the success of this Policy. However, the ultimate responsibility for achieving the objectives of this Policy, and for ensuring

compliance with relevant Legislation and Codes of Practice, lies with the Board and staff. Board members and paid staff are expected to set a leading example in following this Policy and to ensure that all employees, volunteers, subcontractors and agents also abide by this policy.

All Board members, employees, volunteers, subcontractors and agents of the Lordship Hub Co-op are required to act in a way that does not subject any other employees or users to direct or indirect discrimination on the grounds of race, colour, nationality, ethnic origin, sex, gender or gender realignment, marital status, disability, religion, age or sexual orientation.

Employees may be held independently and individually liable for their discriminatory acts by an Employment Tribunal and ordered to pay compensation to the person who has suffered as a result of discriminatory acts.

Board members and Volunteers are also subject to the rules and laws as laid out in this policy.

The board will provide training in disability awareness and equality and diversity and mental health awareness.

9. Acting on Discriminatory Behaviour

In the event that an employee, volunteer or user is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to the Lordship Hub Co-op handbook on disciplinary and grievance procedures.

10. Advice and Support on Discrimination

Employees may contact their employee or trade union representative if access to such an individual is possible.

Volunteers should refer to their volunteer agreement and at first make contact with the Volunteer Coordinator or the Project Manager.

Other contacts include:

Equality and Human Rights Commission

Arndale House
The Arndale Centre
Manchester

M4 3AQ
Telephone: 0161 829 8100

London Office

Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX

Telephone: 020 7832 7800

Website: www.equalityhumanrights.com

Citizens Advice Bureau

20e Waltheof Gardens,
LONDON, N17 7DN

Adviceline: 0300 330 1187 (Weekdays 10am-1pm & 2pm-4pm)
admin@haringeycabx.org.uk

11. The Extent of the Policy

- 11.1 Lordship Hub Co-op seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees and volunteers. They also will work pro-actively to apply the provisions and spirit of this policy in their day-to-day activities and interactions with everyone involved with the organisation. Lordship Hub Co-op seeks to ensure that all sub-contractors, agents and volunteers act in accordance with this Policy. Lordship Hub Co-op accepts no liability for the actions of sub-contractors and agents. Lordship Hub Co-op offers goods and services in a fashion that complies with the spirit of this Policy.
- 11.2 This Policy does not form a part of any employment contract with any employee or volunteer and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with Lordship Hub Co-op.
- 11.3 Lordship Hub Co-op reserves the right to amend and update this Policy at any time.

Approved by board on (date) 11 February 2021.



Signed David Morris (Board member)

Next review date: February 2022