

Dated 1st April 2018



Preston North End Community and Education Trust

Equality and Diversity Policy

Purpose

1. Preston North End Community and Education Trust (PNECET) is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community are treated with respect and dignity. It aims to create a culture of diversity within its community, providing a dynamic working and learning environment, where all members are valued for their contribution and individuality.

2. We are committed to providing equality of opportunity for all, irrespective of:

- age
- disability
- ethnicity (including race and nationality)
- gender (including gender reassignment, marital status, pregnancy or maternity)
- religion, belief
- sexual orientation (including civil partnership status)

Scope

3. PNECET is a multi-functional organisation operating in a local, national and international context.

4. The policy is applicable to all staff, students and applicants. The principles of non-discrimination and equality of opportunity also apply to the way in which staff and students should treat each other, visitors, contractors, sub-contractors, service providers, suppliers, former staff and students and any other persons associated with the functions of the charity.

5. We will work to ensure that all of our students, employees and visitors, as well as those who seek to apply to work or study with us or who have previously worked or studied with us, are treated fairly and are not subjected to unlawful discrimination by the Foundation.

Aim

6. PNECET's aim is to promote equality of opportunity for all, through the following objectives:

- mainstreaming equality into the charities strategic and planning agenda;
- complying with its legal obligations;
- having an effective data monitoring and analysis process that supports this policy;
- assessing the impact on equality in our policies, procedures and practices at PNECET;
- involving staff, students and other stakeholders in the development and delivery of our equality objectives;
- ensuring that managers and staff undergo appropriate equality training for their role;
- promoting equality and diversity through internal and external communications;
- ensuring staff and student support services are, as far as reasonably possible, accessible to all;
- ensuring that both existing staff and students, as well as those who seek to apply to work or study with us, are treated fairly and that individuals are judged solely on merit and by reference to their skills, abilities, qualifications, aptitude and potential;
- ensuring that staff, students and their unions' representatives are provided with appropriate forums;
- ensuring that all contractors and service providers operating on behalf of the Foundation is aware of this policy and expected to adhere to it.

Implementation

7. PNECET as a whole, shares responsibility for the successful application of this policy, whilst specific responsibility falls on managers and advisors who are professionally involved in staff and student support, development and supervision.

8. PNECET is committed to developing initiatives to support all minority groups that have been disadvantaged in the past and to help address some of the imbalances which still exist between its

staff and student populations and the Preston community. PNECET will not, however, permit positive discrimination.

9. PNECET will seek to ensure that all staff and students have equal access to the full range of institutional facilities and that adjustments to working and learning practices are considered wherever reasonably possible in order to accommodate a more diverse community.

10. Any staff member or student who believes that he/she may have been the victim of discrimination, bullying, harassment or victimisation shall have full right of protection under PNECET's Policy and Procedure. The Trust is committed to finding resolution for complaints under this policy.

11. PNECET will work in partnership with its recognised trade unions as well as external organisations where appropriate to combat all forms of unlawful discrimination.

12. PNECET will work in partnership with external partners to ensure that every project, service and activity they deliver are as equal, diverse and inclusive as possible.

Positive Action and Training

13. PNECET is committed to equality, inclusion and anti-discrimination through all its activities and services. PNECET will commit to a programme of raising awareness and educating, investigating concerns and applying relevant and proportionate sanctions, campaigning, widening diversity and representation and promoting diverse role models which we believe are all key actions to promote inclusion and eradicate discrimination across our activities.

All employees and board members will complete an online training course for Equality and Diversity within one month of joining PNECET before attending a Playing for Inclusion Workshop session. <http://acas.org.uk/index.aspx?articleid=2113>. Employees and board members will be provided with additional training every other year.

Equality Audits

14. PNECET will carry out equality audits on all its employee's, volunteers, board members and participants on an annual basis, to help promote equality and diversity across the workplace and through activities and services PNECET deliver.

Role and Responsibilities

15. The Board of Trustees has ultimate accountability for compliance with PNECET's equality obligations. Day to day operational responsibility for this policy and its implementation has been delegated to the Head of Community.

16. Staff and students have a responsibility to:

- Understand this policy and the related Dignity at Work and Study procedure and to contact their manager, advisor or the equality and diversity team if there are any questions;
- Challenge inappropriate behaviour or any discrimination;
- Report unacceptable behaviour in accordance with the Dignity at Work and Study procedure.

17. Managers have a responsibility to:

- Set a good example by treating all members of the Trust with dignity and respect;
- Correct unacceptable behaviour; Equality and Diversity Policy Human Resources July 2014 The University of Manchester Page 4 of 6
- Ensure staff and students know how to report discrimination, bullying and harassment. Ensure that reporting incidents does not result in victimisation;
- Deal with complaints fairly, thoroughly, quickly and confidentially;
- Ensure that due consideration is given to equality and diversity within their sphere of influence.
- Supporting the implementation of PNECET's Equality Objectives through involvement and consultation;
- Data monitoring, analysis and policy development;

- Designing and delivering training and awareness raising campaigns;
- Providing advice, support and guidance on related issues.

Complaints

18. Any cases of harassment, discrimination, bullying or victimisation will be taken very seriously by PNECET. Any member of staff or students found guilty of unlawful discrimination or harassment will be subject to disciplinary action, including where appropriate, dismissal for gross misconduct. Any member of the public, visitor or service provider involved in discrimination or harassment, appropriate or serious action will be taken.

19. Staff, students or other parties who make a complaint of discrimination have the right to do so without fear of victimisation and the Trust will make every effort to ensure victimisation does not occur and that any complaints are dealt with promptly and fairly.

20. This policy can be made available to all staff and students on request and contains the normal procedure to follow for staff or students who wish to make a complaint of discrimination, bullying, harassment or victimisation.

21. Members of the public should address their complaint to PNECET, in the first instance.

Internal monitoring and auditing

22. Annual report

- PNECET's internal monitoring process is an important way of determining whether measures taken by the Trust to combat harassment, discrimination and victimisation are effective, and plays an important part in ensuring equality and diversity are properly promoted and protected within the Trust.
- Monitoring will take place both through the Annual Performance Review (APR) process and AGM.

Equality Objectives

23. The Equality Objectives outline how PNECET will respond to its public equality duties and builds on the achievements of the previous Single Equality Scheme. The key objectives have been identified in order to support the integration of equality of opportunity into all areas of the Foundation and are directly linked to the Trust's overarching strategic agenda.

Further Information

24. Further information and support is available from the following:

- the appropriate Human Resources Partner
- a Trade Union

Review and update arrangements

25. This policy does not form part of any employment contract and a biennial review will take place to monitor the effectiveness of this policy. The policy may also be amended from time to time to reflect and take account of changes in legislation.

26. This policy will be reviewed, approved and adopted by or on behalf of the board at least once every three years.

Signed:
Position:
Date:

Signed:
Position:

Date:

Signed:

Position:

Date:

This policy will be reviewed by April 2019

APPENDIX – Relevant legislation and forms of unacceptable discrimination

Legal rights

Discrimination has been legally defined through a series of legislative acts, including the Race Relations Act, the Sex Discrimination Act, the Disability Discrimination Act and the Equality Act 2006.

In April 2010, the Equality Act 2010 received Royal Assent. The Equality Act 2010 is a new law which harmonises where possible, and in some cases extends, protection from discrimination. It applies throughout the UK and came into force in October 2010.

Discrimination refers to unfavourable treatment on the basis of particular characteristics, which are known as the 'protected characteristics'. Under the Equality Act 2010, the protected characteristics are defined as age (employment only until 2012), disability, gender reassignment, marital or civil partnership status (employment only), pregnancy and maternity, race (which includes ethnic or national origin, colour or nationality), religion or belief, sex (gender) and sexual orientation.

Under the Equality Act 2010, individuals are protected from discrimination 'on grounds of' a protected characteristic. This means that individuals will be protected if they have a characteristic, are assumed to have it, associate with someone who has it or with someone who is assumed to have it.

Forms of discrimination and discriminatory behaviour include the following:

Direct discrimination

Direct discrimination can be described as less favourable treatment on the grounds of one of the protected characteristics.

Indirect discrimination

Indirect discrimination occurs when a provision, criterion or practice is applied to an individual or group that would put persons of a particular characteristic at a particular disadvantage compared with other persons.

Discrimination arising from disability

When a disabled person is treated unfavourably because of something connected with their disability and this unfavourable treatment cannot be justified, this is unlawful. This type of discrimination only relates to disability.

Harassment

Harassment is defined as unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity, or which creates an intimidating or hostile, degrading, humiliating or offensive environment for that person.

Victimisation

It is unlawful to treat a person less favourably because he or she has made allegations or brought proceedings under the anti-discrimination legislation, or because they have helped another person to do so. To do so would constitute victimisation.

Bullying

Bullying is defined as a form of personal harassment involving the misuse of power, influence or position to persistently criticise, humiliate or undermine an individual.

