



Equality & Diversity Policy

This policy is intended to ensure that individuals and groups do not suffer discrimination on the grounds of age, sex, sexual orientation, race, colour, nationality, ethnic or national origin, religious belief, gender, gender reassignment, disability, and marital status, culture and socio-economic background.

Sussex Against Bullying will seek to ensure that we do not engage in direct or indirect discrimination and that our services and resources are relevant to all service users. All members, employees, workers and volunteers must adhere to this policy in the course of their work, monitor it on a day-to-day basis and report on its operation to the Trustee Board.

1. Responsibilities

- (a) All staff and volunteers will be made aware of this policy and the need to fully understand its contents.
- (b) Any proposed changes will be considered and discussed.
- (c) Any complaints or staff issues will incorporate the principles of equal opportunities and non-discrimination.
- (d) Procedures will be regularly reviewed to ensure they are current and non-discriminatory.
- (e) The trustees will ensure the organisation is kept up to date within the law.
- (f) The organisation will ensure that all staff and volunteers received any applicable and available training.

2. Recruitment

- (a) Staff and volunteers will be recruited in a fair and impartial way with a process that meets their individual needs but is standardised across all persons.
- (b) Job descriptions and adverts will be in line with our diversity and equal opportunities policy. Any vacancies will be advertised in a consistent and non-discriminatory way.
- (c) Interviews and short listing will be carried out by more than one person where possible.
- (d) Interview questions will be relevant to the role and will not be discriminatory.
- (e) Applicant's will not be judged on their ability to complete application forms unassisted and will be encouraged to be accompanied in interview if they need to be.

3. Providing a service

- (a) We will work actively towards ensuring that our services and resources are relevant to all members and service users. We will examine each area of work to determine whether:
 - The service is offered in an accessible and relevant way.
 - Alternative methods would be more appropriate.
 - Additional services should be developed.
 - There are any practices/procedures which are discriminatory.
- (b) All written resources for groups and individuals produced by Sussex Against Bullying will reflect the mixed community within which we work and stereotyped images of particular groups will not be reinforced. All staff / volunteers must ensure that their work reflects these principles.
- (c) Users must have easy access to information about Sussex Against Bullying's services which may involve making materials available where appropriate in a variety of media, e.g. in large print or electronically. All printed materials will be in a minimum of 10pt type.
- (d) It is also recognised that Sussex Against Bullying will not be able to meet all the demands made upon its services. There will be a drawn up and publicly available list of priorities for the service which will be reviewed at least annually.
- (e) Additionally, it is recognised that there may from time to time be complaints against members of staff or the service. The procedure will also be regularly publicised.

4. Employment

- (a) Staff are entitled to support from management and colleagues. Staff will receive regular supervision from their line manager.
- (b) Sussex Against Bullying recognises that training is an important factor in leading to job achievement and opportunity. Induction training is particularly important and will be made available to all new staff. When other needs are identified, every effort will be made to ensure that training is provided.
- (c) Sussex Against Bullying recognises that from time to time family and social circumstances may change and consequently workers may need to change their conditions of work. Sussex Against Bullying will attempt, where circumstances and resources permit, to accommodate the needs of those workers.

5. Purchasing

- (a) Sussex Against Bullying will try to ensure that the goods and services it offers are accessible to all groups. It will not knowingly receive or purchase goods and services from agencies which practise discrimination.

Review date: 7th August 2018

Reviewing person: Benjamin Checkley

Approved 28th August 2018