

Equality, Diversity & Inclusion Policy and Procedure ODV5

Last Reviewed	By Who	Last Amended	By Who	Next Planned Review
July 2024	Assistant Director – Organisation Development & Culture	July 2024	Assistant Director – Organisation Development & Culture	24 months or sooner as required, July 2026

Kisharon Langdon

The Jewish Learning Disability
& Autism Community

Contents of Policy

1. Purpose
2. Policy
3. Procedure
4. Appendix: Types of Discrimination

1. Purpose

The purpose of this policy is to ensure that:

1.1) In line with our values, we are committed to build and maintain a welcoming and inclusive, and therefore productive, culture.

We are proud of our wide range of people. Each of us is unique in terms of our background, personal characteristics, experience, skills, and motivations. This diversity enables us to benefit from a range of different perspectives, experiences and skills. In addition, we believe that building a culture that values diversity, supports our staff wellbeing and sense of belonging and joint purpose. Together this creates a more positive and productive working environment for us all, staff and those we support, helping us to fulfil our aims.

1.2) We comply with the legal obligations regarding equality of access, treatment, outcomes and impact in both employment and service delivery in the UK Equality Act 2010 (EA10), the Health and Social Care Act 2012 and CQC regulations, which highlight that every individual must have an equal opportunity to make the most of their lives and talents.

The Equality Act 2010 prohibits discrimination because of the following protected characteristics:

- Sex
- Gender reassignment
- Age
- Race and ethnicity
- Religion and belief
- Sexual orientation
- Disability (including mental ill health)
- Marriage and civil partnership status
- Pregnancy and maternity

2. Policy

2.1) The commitment to you:

- We are committed to promoting a positive working environment based on dignity, trust and respect, that is free from discrimination, harassment, bullying or victimisation.
- This policy applies to all aspects of your employment with Kisharon Langdon, including recruitment, pay and conditions, training, appraisals, promotion, conduct

at work, disciplinary and grievance procedures, and termination of employment. It also applies to the recruitment, management and support of volunteers and all aspects of service provision (access, treatment, and service delivery).

- We strive to ensure that people are not less favourably treated because of any protected characteristics such as age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation, as defined in the Equality Act 2010.

2.2) What is expected from you:

- That every member of our staff takes personal responsibility for upholding, promoting and applying this policy, reporting any concerns. Our culture is made in the day-to-day working interactions between us, so creating the right environment is a responsibility that we all share.
- Cultivating this culture does not happen by accident but requires ongoing commitment and nurturing. We expect you to treat your colleagues, people we support and third parties (including customers, suppliers, contractors, agency staff and consultants) fairly and with dignity, trust and respect. This means listening to different views and making space for others to contribute, adjusting where appropriate in line with our values and professional practice.
- By embedding these positive values, and constructively challenging inappropriate comments or ways of working, you help us achieve and maintain a truly inclusive workplace culture, conducive to our values and aims.

2.3) This policy encompasses all staff, the people we support/members, casual staff, volunteers, families/carers and commissioners.

2.4) If anyone is found to have committed, authorised, or condoned an act of discrimination, harassment, victimisation or bullying, prompt action will be taken by management supported by HR, under our Disciplinary Procedure for staff, and through the relevant service for others such as Volunteers and people we support.

2.5) This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

2.6) Kisharon Langdon aim to lead by example on equality, diversity and inclusion. For us, this is about being pro-active, practical and positive. An important aspect of our policy is to challenge stigma, discrimination and stereotyping in relation to all protected characteristics.

2.7) Equality and Equity

Equality means treating everyone in a similar and fair way. While applying this principle we also strive for equity. This means recognising that we do not all start from the same place, and we must acknowledge and make reasonable adjustments to enable everyone to fulfil their potential. Both terms are about being valued and supported for who and what we are. This helps us to achieve our best without unfair obstacles, shame, or labelling, or being restricted by anyone's expectations of our ability. Everyone has diverse needs, experiences

and opportunities, and in a diverse workplace such as ours, people require support in different ways.

In practice this means:

- Being able to access opportunities with equal ease and dignity, as users of our services, staff or volunteers.
- Being respectful, considerate and supportive of each other, and recognising others' achievements and contributions.
- Feeling that the environment, services, programmes and policies have been designed with us all in mind.
- Any form of discrimination, bullying, mockery or harassment is not tolerated in any way, including on social media or in 'banter' type jokes.
- Offensive or abusive language does not occur and to communicate that it is unacceptable.
- Everyone understands their rights and responsibilities regarding our Equality, Diversity and Inclusion Policy.

2.8) Diversity

We value diversity because it makes the organisation a more creative place to work and improves the quality-of-service provision. It makes the organisation more in touch with reality and the wider community.

In practice diversity means:

- We value our differences as well as the things we have in common.
- We encourage and consider different points of view in decision making.
- Diverse teams are the norm and encouraged.
- Flexible, creative and open-minded ways of thinking are encouraged.

2.9) Inclusion

This is the practice of including people in a way that is fair for all, welcomes and values difference, and enables each person to be themselves and achieve their full potential and thrive at work.

In practice inclusion means:

- All of us building a culture in which everyone feels they belong, feels safe in being themselves, that their voice and contribution matter, policies and practices are fair and inclusive, and a diverse range of people are supported to work together effectively.

2.10) Any dealings that you have with colleagues or third parties must be free from any form of discrimination, harassment, victimisation or bullying.

2.11) Discrimination can be intentional or unintentional and may occur directly, indirectly, by association or by perception (see Appendix of distinct types of discrimination).

2.12) Discrimination is not always obvious and can be subtle and unconscious. We must be conscious of our assumptions about the abilities, interests and characteristics of a particular group that can influence how we treat people. Such assumptions or prejudices

may cause us to apply requirements or conditions that put those groups at a disadvantage. Examples include:

- recruiting or promoting, or not, individuals into roles because of assumptions about the reactions or preferences of other employees or people we support/members,
- using different standards for distinct groups of employees to judge performance.

3. Procedure

3.1) Recruitment - we take reasonable and appropriate steps to encourage job applications from a diverse range of people. Anyone deciding on recruitment must not discriminate in any way and should have attended diversity and inclusion training. Every decision-maker should challenge themselves, and other members of the recruitment panel, to make sure that any stereotypes, bias or prejudice do not play any part in recruitment decisions.

3.2) Career development – anyone making decisions relating to promotion or career development must ensure the process is free from discrimination. Selection criteria and processes must be reviewed to ensure no discriminatory impact on a certain individual or group.

3.3) Disability inclusion

- Recruiting people with a disability: The recruitment team will consider disability to ensure as far as possible that advertising, application forms, assessments, arrangements for interviews, job descriptions and specifications, and selection criteria are appropriate and as inclusive as possible. We ask applicants at the outset if they require any reasonable adjustments to be made to the recruitment process.
- Talking about disability: We understand that some people find it hard to discuss their disabilities and that disability can be invisible. Psychological safety, where people feel able to speak up about their experiences without fear of negative consequences, is paramount to ensuring disability inclusion. This is only possible if we treat people with dignity, trust and respect, and we expect everyone to uphold these values.
- Reasonable adjustments: If you have a disability, we encourage you to let us know so that we can support you, for example by making reasonable adjustments to our premises, to aspects of your role, or to our working practices.

If you are experiencing difficulties at work because of your disability, please contact your line manager or the HR team to discuss potential reasonable adjustments that may alleviate or minimise such difficulties. We may need to discuss your needs with you and a medical adviser to help us get the right support in place.

- Support: If you have a disability, or you care for someone with a disability, and need emotional support or help with practical issues, please contact our Employee Assistance Programme for free, confidential advice. Details of how to access this are available from HR (hr@kisharonlangdon.org.uk).

3.4) Training - all employees should have equality, diversity and inclusion training.

3.5) People's cultural and religious needs will be supported wherever these needs are compatible with the efficient and safe running of the organisation and are compatible with the organisation's values, aims and policies. We encourage staff who wish to, to contact the Organisational Development and Culture department to share their cultural and religious practices and customs.

3.6) We expect all our people to proactively support this policy, including bringing any concerns of discrimination or disrespectful treatment to the attention of their line manager, or the leadership team or HR, and these will be taken seriously, investigated, and resolved promptly and sensitively.

3.7) Confidentiality - it is important that any issues be kept appropriately confidential so they can be thoroughly investigated and allow people to feel respected and safe. It is important to recognise that it can be difficult for someone to report discrimination or harassment, and sensitivity and confidentiality should be applied wherever possible.

This does not affect your rights under whistleblowing legislation. The company will follow the required procedures regarding handling special categories of data as outlined in the Employee Data Privacy Notice.

3.8) You should be aware that you can be personally liable for discrimination and harassment.

3.9) Leadership and managing – while everyone at Kisharon Langdon is expected to support and promote this policy, managers and senior managers are expected to lead in promoting equality and diversity and setting the tone on inclusion. All managers must integrate equality and diversity values and principles into their specific projects and day-to-day work.

In practice, this means:

- Line-management is honest, fair, open and supportive – and staff are accountable.
- Management style is adapted for individuals as appropriate and reasonable.
- Flexible working is promoted where possible.
- Opportunities for promotion and development are transparent and fair.
- Regular one-to-one meetings with members of staff.
- Managers are clear and consistent.
- A collaborative and consultative style of management is used to encourage suggestions, discussion and more creative results.
- Nurturing psychological safety, i.e. fostering a culture where everyone feels they will be listened to, are supported to contribute to the best of their ability, and feel encouraged and at ease to bring up any concerns.
- Policies and procedures promote equality and value diversity.

3.10) Volunteers have the same rights and responsibilities as staff in respect to this policy. Management of equality and diversity issues in relation to volunteers is the responsibility of the Volunteer Department Manager, in consultation with the Director of Operations where appropriate. Volunteers are not expected to directly challenge discriminatory comments or behaviour from people we support/members unless they feel trained and confident in doing so in an appropriate way. They do have an obligation to report any incidents to a member of staff or the relevant manager who will take appropriate action.

3.11) People we support/members and service provision: while Kisharon Langdon provides services to Jewish people with learning disabilities, it recognises the cultural diversity within the Jewish community and requires mutual respect and person-centred support.

The Equality Act 2010 applies to service provision to people with any of the protected characteristics under the act. Kisharon Langdon is committed to providing equality of access, treatment, and service delivery/outcomes to all users of our services.

In practice, this means:

- Access: e.g. buildings accessible to people with disabilities. Adverts and information displayed in places accessed by different ages, men and women and diverse sections of the community.
- Behaviour: e.g. staff and volunteers make members / people we support equally welcome. Assumptions are not made, and person-centred support is actively provided, i.e. people are not stereotyped regarding their wishes and abilities, including sexuality, religious wishes, or social identity such as ethnicity, gender, age, or mental health.
- Members / people we support whose behaviour or remarks make the environment unwelcoming or unsafe for others are constructively challenged.
- Service delivery/outcomes: e.g. there is no 'one size fits all' regarding service provision. Events, projects, etc., are designed with a range of people in mind.
- Discrimination experienced by members / people we support and families due to learning disability or other aspects of their social identity and its impact on social inclusion is acknowledged. Kisharon Langdon aims to work with people in community inclusion, full civil rights, employment and training opportunities, adequate housing, and other identified needs wherever possible. We aim to support people to express their individuality and to follow their preferred lifestyles, including religious / cultural / social events, celebrations and festivals which are important to them as individuals.

4. Appendix: Types of discrimination under the Equality Act 2010

4.1) 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 older/younger, and you think they "wouldn't fit in" to the team.

4.2) 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.

4.3) Associative discrimination: Treating someone less favourably because they are associated with someone who has a protected characteristic, for example because their partner is transgender.

4.4) 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.

4.5) Discrimination arising from disability: Treating someone unfavourably because of something connected with that person's disability, where such treatment is not justified. For example, disciplining someone for losing their temper where such loss of temper was out of character and due to severe pain caused by cancer.

4.6) 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.

4.7) See also our Bullying and Harassment Policy and Procedure