**Churches Together in England (CTE)**

**Equality, Diversity & Inclusion**

**Employment and Recruitment Policy**

### Policy statement

1. Churches Together in England recognises that there is no place for discrimination and victimisation in the Organisation. It is the aim of the Organisation to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**). Fixed-term and part-time workers are also protected from being treated less favourably than their permanent full-time counterparts and CTE is committed to parity of treatment.
2. All employees of the Organisation must adhere to the Equal Opportunities policy, which relates to all areas of work and all relationships. It is hoped that staff will be enthusiastic in searching for equality of opportunity, and will be committed to equal, fair and non-discriminatory attitudes and behaviour: infringement of the policy is regarded as a serious disciplinary offence.
3. The General Secretary is responsible to the Board of Trustees for the implementation of the policy, and is responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic departmental audits as appropriate.
4. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
5. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
6. All employees, will be treated fairly, with respect and dignity. Selection for employment, promotion, training, or any other benefit will be based on relevant skills and merit. All employees will be supported and encouraged to develop their full potential in their role in the Organisation. The talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation in meeting its strategic aims and mission.
7. No member of the staff team will discriminate directly or indirectly, or harass members, contractors, or the people in the organisations we work or engage with because of the protected characteristics.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies. This policy does not have contractual effect and is given by way of guidance only. The policy is not exhaustive. CTE reserves the right to amend or replace this policy at any time. The policy applies to all persons working for CTE, whether as employee, self-employed or casual worker, full or part time, paid or unpaid or on any other basis whatsoever.

With regard to staff, this includes, but is not limited to, decisions relating to job advertisements, recruitment and selection, transfers and promotions, training and development, salary, health and safety, benefits, disciplinary and grievance issues, termination of employment and severance terms.

CTE seeks to monitor employment practices regularly, whether formally or informally, to identify and eliminate any potentially discriminatory practices. All members of staff working for CTE are expected to comply with the principles of non-discrimination set out in this policy and in law. As a general rule, all workers should treat each other and those they come into contact with at work with equal respect. Everyone is responsible not only for their own actions but to ensure that the actions of others do not breach the spirit and intent of this policy and the anti-discrimination legislation.

There are two broad forms of discrimination under UK legislation: direct and indirect discrimination.

### Direct Discrimination

Direct discrimination occurs when, because of one of the protected characteristics, a job applicant or an employee is treated less favourably than other job applicants or employees are treated or would be treated. The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with whom the job applicant or employee is associated and not on the job applicant’s or employee’s own protected characteristic. In addition, it can include cases where it is perceived that a job applicant or an employee has a particular protected characteristic when in fact they do not. Discrimination after employment is also unlawful if it arises out of and is closely connected to the employment relationship, for example, refusing to give a reference or providing an unfavourable reference for a reason related to one of the protected characteristics. CTE will take all reasonable steps to eliminate direct discrimination in all aspects of employment.

### Indirect Discrimination

Indirect discrimination is treatment that may be equal in the sense that it applies to all job applicants or employees but which is discriminatory in its effect on, for example, one particular sex or racial group. Indirect discrimination occurs when the employer applies a provision, criterion, or practice (PCP), which disadvantages employees/applicants who share a protected characteristic compared with those who do not. A PCP is discriminatory in relation to a protected characteristic of the job applicant/employee if:

* it is applied, or would be applied, to persons with whom the job applicant/employee does not share the protected characteristic;
* the PCP puts, or would put, persons with whom the job applicant or employee shares the protected characteristic at a particular disadvantage when compared with persons with whom the job applicant or employee does not share it;
* it puts, or would put, the job applicant or employee at that disadvantage; and it cannot be shown by CTE to be a proportionate means of achieving a legitimate aim.

CTE will take all reasonable steps to eliminate indirect discrimination in all aspects of employment.

### Disability

Disabled workers enjoy special protection in law, including an employer's duty to make reasonable adjustments to their job where appropriate. If you consider that you may be disabled within the meaning of the disability provisions of the UK equality legislation, you should notify the General Secretary. CTE will discuss with you whether you are able to fulfil your proposed duties and whether there are any adjustments that could reasonably be made to your job or working environment to enable you to carry out your proposed duties effectively. CTE may also ask a medical advisor appointed by it to give advice on these matters and on the impact of the physical features of our premises.

Applicants for a job will not be asked questions about their health before a job offer is made to them other than:

* for the purposes of equal opportunities monitoring;
* for the purposes of positive action;
* to assess whether reasonable adjustments need to be made or whether the applicant is able to attend an assessment; or
* to assess whether an applicant is able (with any reasonable adjustments) to carry out an intrinsic part of the job.

### Childcare

Staff should discuss with the General Secretary any concerns about balancing child-caring responsibilities with the job. The GS may refer to other appropriate policies and guidelines. Job applicants will not be asked questions relating to their past, future or potential pregnancy or their child-care arrangements.

### Equal Pay and Equality of Terms

CTE is committed to equal pay and equality of terms in employment. It believes its male and female employees should receive equal pay where they are carrying out like work, work rated as equivalent or work of equal value. In order to achieve this, CTE will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

### Reporting Complaints

#### Equality complaints procedure

CTE does not tolerate any unlawful discrimination, victimisation. or harassment towards its employees. CTE promotes a workplace with a positive ethos towards equality of opportunity, dignity and respect.

This policy allows employees to raise concerns and complaints that challenge any workplace incidents of discrimination, victimisation, bullying or harassment. CTE treats all concerns and complaints made under this policy seriously and will deal with them in an efficient and timely manner, as confidentially as possible.

No unfavourable treatment will occur as a consequence of employees raising concerns or complaints under this policy. The rules around victimisation protect employees that bring proceedings in connection with the Equality Act 2010.

Employees may take informal or formal action. The decision between informal or formal action is entirely the choice of the employee.

#### Informal action

If an employee thinks they have been treated unfairly and want further advice, they can speak to the General Secretary, or to third party bodies and advisers such as ACAS or the Equality and Human Rights Commission.

### Our commitment

* To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
* To ensure that every employee thrives in a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
* To make available training, development, and progression opportunities to all staff.
* To promote equality in the workplace which we believe is good management practice and makes sound business sense.
* To review all our employment practices and procedures to ensure fairness.
* To ensure that breaches of our equality policy are regarded as misconduct and could lead to disciplinary proceedings.
* To ensure that this policy is fully supported and will be applied by the Board of Trustees and its representatives.
* To endeavour to review this policy annually by the Board of Trustees in consultation with the General Secretary.

### Responsibilities of management

Responsibility for ensuring the effective implementation and operational arrangements of this Policy rests with General Secretary. Managers will also ensure that they and their staff operate within this policy and arrangements by ensuring:

* their staff team are aware of the policy, the reasons behind it, and the arrangements for implementation;
* grievances concerning discrimination are dealt with promptly;
* Proper records of all correspondence, meetings or telephone calls are recorded and securely stored

The General Secretary will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic departmental audits as appropriate.

### Responsibilities of staff

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

* Comply with the policy and arrangements;
* Not discriminate in their day-to-day activities or induce others to do so;
* Not victimise, harass, or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
* Ensure, in so far as is reasonably possible, that no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
* Inform their manager or the General Secretary immediately if they become aware of any discriminatory practice.

### Third parties

Third-party harassment occurs where an employee is harassed, and the harassment is related to a protected characteristic, by third parties such as trustees, members, individuals, and organisations we work with, or our associates.

The Organisation will not tolerate such actions against its staff, and the employee concerned must inform their manager / supervisor if this occurs. Every reported event will be investigated and appropriate action taken to prevent a repeat.

### Related Policies and arrangements

All employment policies and arrangements have a bearing on equality of opportunity and discrimination. The Organisations policies will be reviewed regularly and any discriminatory elements removed.

### Rights of disabled people

The Organisation attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

* Make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, and provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
* Include disabled people in training/development programmes;
* Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

### Equality, Diversity & Inclusion training

Briefing sessions will be held for staff on equality issues during staff meetings. These will be repeated as necessary. Equality information is also included in induction programmes.

Managers are expected to keep abreast of all equality issues and changes to legislation on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist guidance if appropriate.

Equality, Diversity & Inclusion training must be undertaken by all Staff and Trustees in the Organisation at least every 2 years. A record of training and attendance must be made and kept

### Monitoring

The Organisation deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, an overview monitoring system will be introduced and reviewed by the General Secretary to measure the effectiveness of the policy and arrangements.

Any information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

This will include a review of recruitment and selection procedures, Organisational policies and practices, as well as consideration of taking legal Positive Action.

### Grievances / Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Organisations’ Grievance or Anti-Bullying and Harassment Procedures.

Discrimination and victimisation will be treated as a breach of employment contract and will be dealt with under the Organisations’ Disciplinary Procedure.

### Review

This policy and associated arrangements will be reviewed annually under the direct supervision of the General Secretary who may nominate a third party or to carry out the review.

### Records

Allegations under this policy are recorded for monitoring the effectiveness of the organisations equality policies, which includes the production of management statistics on complaints received, upheld, rejected, and the consequential actions. The records include a summary of the type of allegation, the type of issue (discrimination, harassment etc), the organisations investigation, actions taken by the Company (and why) and the outcome sent to the employee

This policy will be reviewed annually by the General Secretary and the Board of Trustees.

Approved by the Board of Trustees of Churches Together in England.

Signed

Dated

Reference Minute