



CEN EQUALITY, DIVERSITY AND INCLUSION POLICY

The Equalities Act 2010, non-discrimination and equal opportunities

1. The Charity Trustees approach to equality diversity and inclusion under this policy forms the basis of and supports their effectiveness, leadership and decision making under the CEN Code of Conduct for trustees.
 - CEN Human Resources policies (**HR**) ensure that there can be no discrimination, either direct, indirect or by association, directed at employees and volunteers (both current and future) as well as clients, covering the following protected characteristics pursuant to the Equalities Act 2010:-
 - Age
 - Gender reassignment
 - Marriage or in a civil partnership
 - Pregnancy
 - Disability
 - Race including colour, nationality, ethnic or national origin
 - Religion or belief
 - Sex
 - Sexual orientation
2. All CEN policies abide by the provisions of the Equalities Act 2010.
3. This policy positively seeks to include as it employees and volunteers, all individuals regardless of any characteristics set out under paragraph 2 above. It therefore follows that CEN ensures that all job applicants, staff members, volunteers, clients and users of its services and other organisations with which it works, are treated equally on the following grounds (**Inclusion and diversity**):-
 - a. Race, colour, ethnic or national origin.
 - b. Age, social class, gender, sexuality, marital status or caring responsibility.
 - c. Physical or mental disability, mental health, hiv or similar or any other medical status.
 - d. Political or religious belief, or
 - e. Of any other factor irrelevant to the purpose in view.
4. Under this policy and under CEN HR policies, CEN accepts and abides by the existing equal opportunities legislation laid down in the Equal Pay Act 1970, Rehabilitation of Offenders Act 1974, Race Relation Act 1976 as amended in year 2000, Sex Discrimination Act 1975, Disability Discrimination Act 1995 and the incorporation into English law of the European convention on Human Rights.
5. CEN considers that applying genuine occupational qualification (GOQ) will be unlikely, but if it is necessary CEN would contact the Equality and Human Rights Commission (EHRC) for further advice.



6. CEN follows the principle of positive action and inclusion in ensuring that:-
 - its services are accessible, appropriate and delivered fairly at all times
 - the mix of its employees, volunteers and Charity Trustees reflects the British multi-ethnic community.
 - traditionally disadvantaged sections of the community are encouraged to participate in CEN activities including becoming a CEN Charity Trustee and the delivery of the services it provides; and
 - its service users honour similar equal opportunities principles.
7. CEN pays due regards to the objectives set out in the Public Sector Equality duty set out in section 149 of the Equalities Act 2010, as follows:
 - To eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010.
 - To advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
 - To foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Recruitment

8. Recruitment in CEN is focused on hiring the most qualified and able person for each vacancy, regardless of sex, race, creed and disability and aims to ensure that employees and volunteers represent the multi-diverse community for which it operates.
9. In accordance with its equal opportunities policy, CEN ensures that attempts will be made to accommodate the particular needs of any person with a disability within the meaning of the Disability Discrimination Act 1995, at all stages of the recruitment process.

Sexual and racial harassment

10. CEN deplores all forms of sexual or racial harassment and seeks to ensure that the working environment for its employees is safe and one which is sympathetic to all its employees, volunteers, partners and clients, and that any victims of sexual or racial harassment relating to working or volunteering for CEN will have a means of redress.
11. Employees and volunteers will be provided with this policy and will be assured that all complaints of sexual and racial harassment will be treated seriously and investigated.
12. Sexual harassment takes many forms, from relatively mild sexual banter to actual physical violence and includes unwanted behaviour of a sexual nature by one person towards another.
13. CEN considers that unacceptable sexual harassment include:-
 - Insensitive jokes and pranks.
 - Lewd comments about appearance.
 - Unnecessary body contact.
 - Displays of sexually offensive material such as pornographic pin-ups.
 - Requests for sexual favours.



- Speculation about a person's private life and sexual activities.
- Threatened or actual sexual violence.
- Threat of dismissal, loss of promotion for refusal of sexual favours.
- Espousing sexist views.

14. Racial harassment can also take many forms from relatively minor abuse to actual physical violence including the following:-

- Insensitive jokes related to race.
- Pranks.
- Deliberate exclusion from conversations.
- Abusive, threatening or insulting words and behaviour.
- Displaying abusive writing and pictures.
- Pejorative comments.
- Espousing racist views.

15. Complaints relating to incidents of sexual or racial harassment by employees or volunteers of CEN will result in a disciplinary meeting for the parties involved in the incident, including the accuser, and led by the CEO of CEN, such a meeting will be convened as a matter of priority once the matter has come to the attention of the CEO or on receipt of a written complaint under the CEN grievance procedure. If a complaint is made against the CEO a Charity Trustee will convene a meeting and handle the complaints.

16. Processes relating to complaints under this policy are set out in CEO HR policies.