



Equality and Diversity Policy

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1, Purpose of the policy

Ignite Life recognises that it is essential to provide equal opportunities to all persons without discrimination, harassment or victimisation. This policy sets out the organisation's position on Equality and Diversity as a service provider in all aspects of our work. employment, including recruitment and promotion and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of any protected characteristic. The Equality Act 2010 brought together all previous equality related legislation, standardising the protection available for all groups previously identified. The key characteristics of groups protected are as follows:

- Gender
- Race
- Marital status including civil partnership
- Pregnancy and maternity
- Disability
- Age
- Sexual orientation
- Religion or belief
- Gender reassignment

2. Definitions



Discrimination can be direct, indirect, by association or perceived. All forms of discrimination must be avoided.

Direct discrimination occurs when one person is treated less favourably than another person because of a protected characteristic they have.

Perception discrimination occurs when one person is treated less favourably than another person because of a protected characteristic they are thought to have.

Discrimination by association occurs when one person is treated less favourably than another person because they associate with someone who has a protected characteristic.

Harassment can be either directly by an employee or group of employees of the organisation or through a third party such as other related party e.g. Another learner.

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so.

Indirect discrimination can occur when there is a condition, rule or policy or even a practice in the company that applies to everyone but particularly disadvantages people who share a protected characteristic. It may be justifiable if it can be shown it was fair and reasonable to the running of the organisation.

3.Overall guidelines

Ignite Life aims to be an equal opportunity employer and service provider and this policy covers all aspects of our employment and service delivery.

Ignite Life will ensure that all relevant legislation is followed within all areas of its work in particular the Equality Act 2010.

To ensure this policy is operated (and for no other purpose) the company maintains records of employees', applicants and clients' racial origins, gender and disability where applicants chose to share this with us for the specific purpose. Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equal opportunity.

Ignite Life commits to ongoing training and induction of staff in the implications of equality and diversity.

It is the policy of Ignite Life to ensure that no job applicant, employee, volunteer and client of Ignite Life receives less favourable treatment on the grounds of any protected characteristics, or disadvantages by conditions or requirements that cannot be shown to be justifiable. The



organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunities in all aspects.

Ignite Life recognises that adhering to the Equality and Diversity Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. Ignite Life recognises the great benefits in having a workforce with different backgrounds, solely employed on ability.

The application of recruitment, training and promotion policies applies to all individuals and will be on the basis of job requirements and the individuals' ability and merits.

Ignite Life aims to ensure that high quality, accessible services and support is available to all groups and individuals. Services offered by Ignite Life will be available to all. They will be widely advertised and will be free from unfair discrimination. We will strive to identify and remove all barriers to participation in any of our activities.

4. Recruitment and promotion of staff and volunteers

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of any protected characteristic.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group.

All vacancies will be circulated internally.

All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked of all candidates. All applicants will be sent an Equality and Diversity monitoring form to allow-where the applicant wishes- monitoring to ensure discrimination is not taking place.

5. Staff duties

Ignite Life will not discriminate on the basis of any protected characteristics in the allocation of duties between employees employed at any level with comparable job descriptions.

Ignite Life will put in place any reasonable measures and adjustments within the workplace for those employees who became disabled during employment or for disabled appointees.



All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Reasonable adjustments will be made to accommodate the needs of any employees who are subject to protected characteristics.

6. Children and Young adult service-users

Ignite Life will work with CYPs regardless of protected characteristics, as long as an appropriate service can be provided within the skills and expertise of our staff.

All instances of bullying, discrimination or harassment will be followed up and acted upon. Any actions by staff which are deemed contrary to this policy will be managed through our Staff Expectations and Discipline Policy.

Where a commissioning organisation has its own approach to breaches of equal opportunities; or where specific work on diversity or identity is required, Ignite Life will work with them to ensure our delivery matches their needs.

7. The role of mentors in promoting equality and diversity.

Mentoring enables adults working for Ignite Life to monitor and address a range of misconceptions around prejudice and discrimination.

Where these issues are noted by providers, specific action planning can be done to work on British Values such as tolerance, equality of opportunity and the rule of law.

In general mentoring work any views which do not promote equality of opportunity can be discussed effectively and openly.

Views or behaviours which are of concern in relation to this policy must be recorded on written session plans and brought to the attention of pod managers who will decide upon suitable action. This will be carried out with reference to the Behaviour policy and Code of conduct

8. Training of staff

Employees will be provided with appropriate training regardless of any protected characteristics or group to which they belong.

All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or HR Manager.

9. Harassment and Bullying

Employees will be provided with appropriate training regardless of any protected characteristic or group to which they may belong.



Harassment because of any protected characteristics is unlawful and will not be tolerated by Ignite Life.

This policy prohibits unlawful harassment by any employee, client (CYP) or worker of Ignite Life. Ignite Life will also not tolerate unlawful harassment from any client. Appropriate action will be taken of any harassment should occur.

Examples of prohibited harassment are;

- Verbal or written conduct containing derogatory jokes or comments,
- Slurs or unwanted sexual advances,
- Visual conduct such as derogatory or sexual oriented posters,
- Photographs, cartoons, drawings or gestures,
- Physical conduct such as assault, unwanted touching, or any interference because of gender, race or any other protected basis,
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favours.
- Retaliation for having reported or threatened to report harassment.

10. Reporting complaints or concerns

Staff or clients of Ignite Life who believe they have been harassed or discriminated against, should make an immediate report to their Line manager or if it not appropriate to the Chef Executive followed by a written complaint as soon as possible after the incident. This will be subject to an internal investigation

Details of complaint should include:

Details of incident:
Time and location of incident:
The names of any individuals involved:
The names of any witnesses:

It is the duty of the Chef Executive (Thomas Gould) to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.



Last review of policy: October 2019

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