

# METRO Policies

## Equalities and Dignity at Work

Reviewed  
March 2016





## Policy Summary

Policy title	Equalities and Dignity at Work Policy
Policy reference	
Relevant to	Equalities and Dignity at Work Policy
Date published	15 <sup>th</sup> March 2016
Implementation date	15 <sup>th</sup> March 2016
Date last reviewed	15 <sup>th</sup> March 2016
Next review date	March 2018
Policy lead	Rob Wardle
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Accountable Director	Rob Wardle: Director of Resources
Approved by (Group):	
Approved by (Committee):	Board of Trustees

## Policy History

Document history	Date	Version	Summary of amendments
Implementation	15/03/16	1.0	
<b>Membership of the policy development/ review team</b>			
Consultation	Rob Wardle, Director of Resources		
<b>DO NOT AMEND THIS DOCUMENT</b>			
Further copies of this document can be found on the M drive.			



## Equality Impact Assessment Tool

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

	Consideration	Yes / No	Comments
1.	Does the policy/ guidance affect one group less or more favourably than another on the basis of:		
	• Ethnicity	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
	• Disability	No	
	• Pregnancy	No	
	• Carers	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	No	
4.	Is the impact of the policy/guidance likely to be negative?	No	
5.	If so can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

If you have identified a potential discriminatory impact of this procedural document, please refer it to the Policy Administrator, together with any suggestions as to the action required to avoid/reduce this impact.

For advice in respect of answering the above questions, please contact the CEO



## Aims

The aims of the Equalities and Dignity at Work Policy are to ensure that:

- Our services are available to all sections of the community who are equally able to benefit from them.
- The policies and practice we promote are non-discriminatory
- As an employer METRO Charity does not discriminate directly or indirectly
- Diversity in the Board of Trustees, staff group and in those who contribute to METRO's work is valued and respected.

The Equalities and Dignity at Work Policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay, promotion and to every other aspect of employment, as well as service delivery. Any staff involved in recruitment should request training if they have any doubt about the application of this Policy.

The Equalities and Dignity at Work Policy covers all the activities of METRO.

## Commitment

METRO recognises that discrimination can and does occur on grounds of race, , gender reassignment, sex, sexual orientation, disability, religion, age, as well as other differences in, religion or belief, married or civil partnership status and pregnancy and maternity. Discrimination can be direct, indirect, or institutional. Equal treatment is often insufficient to secure equality of opportunity in employment or service provision and positive action can be required to achieve equality of opportunity.

METRO is committed to equal opportunities in service provision and as an employer, to combating discrimination and valuing diversity. We recognise the requirements of and are committed to upholding the Equality Act 2010.

METRO believes that everyone is entitled to be treated with dignity and respect, and to work in an environment free from Direct and Indirect Discrimination, Discrimination by Perception and by Association, Harassment, and Victimisation.

We recognise that this is an ongoing process that requires vigilance, commitment, review, the ability to question and be questioned and a willingness to learn.

## Compliance by Trustees, Staff, Volunteers and Contractors

The Trustees, staff, volunteers, and contractors are required to fully support and implement the Equalities and Dignity at Work Policy. All staff have personal responsibility for the practical application of this Policy. All managers have a responsibility to ensure that the Policy is carried through effectively, by giving active support to the Policy and ensuring their staff understand and



implement the Policy. If you have any doubt about its application, or other questions, you should discuss this with your line manager.

## Reasonable adjustments

Staff who are disabled or become disabled in the course of their employment should inform their manager. They may wish to advise of any “reasonable adjustments” to their employment or working conditions, which they consider to be necessary, or would help them in the performance of their duties. Careful consideration will be given to any proposals of this nature. Where the proposal is reasonable and reasonably practicable in the circumstances, such adjustments will be made. Should METRO not be able to reasonably accommodate such proposals, METRO will set out clearly the reasons why.