



Newquay

Foodbank

Together with Trussell

EQUALITY, DIVERSITY & INCLUSION POLICY

POLICY CONTROL

Version	Description	Date	Approval
1.0	Equality and Diversity Policy	Sept 2020	Board
1.1	Addition of employees	Feb 2022	
1.2	Full update, Inclusion incorporated	Feb 2024	
2.0	Board approval	11 June 2024	Board
3.0	Review by HR Consultant, addition of Equal Opportunities policy statement	27 November 2024	
Next Review:		June 2027	
Owner: Safeguarding Trustee – Nick Appleby			

This policy has been approved for issue

Signed:

Position:

Date:

LINKED POLICIES

Anti-Bullying and Harassment Policy

Complaints Policy

Grievance Policy

APPENDICES

None

EQUALITY, DIVERSITY & INCLUSION POLICY

1. Introduction

Newquay Foodbank is committed to the promotion of the equality, diversity and inclusion in all activities, and to eliminating unlawful discrimination. The aim is for our organisation to be truly representative of all sections of society and food bank visitors, and for each volunteer or employee to feel respected and able to give their best. Newquay Foodbank recognises, respects and values differences between individuals and engages with people as individuals recognising their different needs.

The policy's purpose is to ensure no-one is discriminated against under the Equality Act 2010 protected characteristics (see Definitions), and to oppose and avoid all forms of unlawful discrimination (see Definitions)

All staff members of Newquay Foodbank should ensure that they understand this policy and act in accordance with its aims and objectives. If you need support in reading or understanding this policy, please speak to the Operations Manager in the first instance.

This policy does not form part of your contract and may be amended from time to time as appropriate.

2. Scope

This policy applies to employees, workers, volunteers, agency workers, trustees or contractors that are 'working' for the food bank (collectively 'staff members').

The policy also applies to the beneficiaries of the food bank ("Food bank visitors").

3. Definitions

The terms equality, inclusion and diversity are at the heart of this policy.

'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination.

'Diversity' means the celebration of individual differences amongst the workforce.

'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution.

'Protected Characteristics' refers to the characteristics outlined in the Equality Act 2010 which are:- age, disability, gender reassignment, marital status, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion/belief, sex and sexual orientation.

'Discrimination' is where a person is treated less favourably than another on grounds of a 'protected characteristic'.

4. Policy statement – staff members

Newquay Foodbank will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer, or dismissal.

It is also the responsibility of all staff members in their daily actions, decisions, and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, food bank visitors, suppliers, or any other person associated with the food bank.

In adopting these principles, the food bank:

- Will not tolerate acts that breach this policy, and all such breaches or alleged breaches will be taken seriously and be fully investigated and may be subject to disciplinary action where appropriate.
- Fully recognises its legal obligations under all relevant legislation and codes of practice.
- Will allow employees to pursue any matter through the internal procedures which they believe has exposed them to inequitable treatment within the scope of this policy.
- Will provide equal opportunity to all who apply for vacancies through open competition.
- Will select candidates only based on their ability to carry out the job, using a clear and open process.
- Will provide all employees with the training and development that they need to carry out their job effectively.
- Will provide all reasonable assistance to employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment. We will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary.

5. Policy statement – food bank visitors

Newquay Foodbank are committed to the promotion of equal opportunities for all visitors whether referred to the food bank or visiting without referral.

Visitors referred to the food bank will be given fair and equal access to support according to their need as indicated by the referring agencies, and those who attend the sessions without a referral will be signposted to appropriate agencies according to their need.

Training will be given to staff members on how to best support visitors with specific needs that could make access to the food bank difficult. This is to ensure the utmost is done to ensure that all food bank visitors can access the food bank without discrimination.

Care is taken to deal effectively through the Complaints procedure with any complaints of discrimination and harassment.

6. Equal Opportunities Policy

The aim of this section of the policy is to ensure no job applicant or staff member is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

All staff members are responsible for implementing this policy and are expected to participate in the preparation and carrying out of practical measures to improve the food bank's performance within their area of work. Staff members are also responsible for their behaviour towards colleagues and food bank visitors and are expected to meet appropriate standards. The food bank will support all staff members by making sure they know what the policy is, involving them in planning, providing supportive management, arranging training and other activities to improve understanding and knowledge, and by making sure they understand their responsibilities under the law.

The food bank values, respects and encourages diversity of staff members, food bank visitors and suppliers. The food bank embraces variety by recognising individual and group differences as an opportunity to harness creativity and build continuous improvement.

As an employer the food bank will:

- encourage diversity, ensure equal access to its jobs at all levels, eliminate all forms of discrimination and create an atmosphere at work that is conducive to individual growth and development.
- adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- ensure short listing and interviewing is carried out by more than one person where possible.
- guarantee an interview all job applicants with a disability who meet the minimum selection criteria for a job vacancy
- regularly monitor the effects of selection decisions and personnel practices and procedures to assess whether equal opportunity is being achieved. This will also involve considering any possible indirectly discriminatory effects of its standard working practices. If changes are required, the food bank will implement them.
- develop a working environment and provide conditions of employment which, as far as practicable, will offer people with disabilities the opportunity to seek employment with the food bank. We ascertain any requirements by completing an application form where the staff member can declare any issues they may have.

Monitoring will be used to measure the success of this policy and to review its progress.

Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.

7. Resolving problems

If any food bank visitor has concerns about this policy, please refer to the Complaints Policy.

If any staff member has concerns about this policy please speak to your manager in the first instance, who will work with you to resolve any issues. If you are unsatisfied with informal resolutions to your concerns, employees should refer to the Grievance Procedure for further details about how to raise a grievance, other staff members should refer to the Complaints policy.

If you would like this information in another format, please contact Zoe Nixon, Director.

8. Review

This policy and its implementation will be reviewed at least every three years or where significant legislative changes occur.