



Equality and Diversity Policy	
HEADING	SECTION CONTENT
Aims of this Policy	<p>The UN Global Compact Network UK recognises and values people’s differences and will assist them to use their talents to reach their full potential.</p> <p>As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce brings. This assists us to provide improved services and increase our understanding of our service users/clients.</p> <p>We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.</p> <p>The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.</p> <p>This policy is designed to ensure that the UN Global Compact Network UK complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.</p> <p>The UN Global Compact Network UK is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).</p> <p>Using fair and objective employment practices, the organisation aims to ensure that</p> <ul style="list-style-type: none"> • All employees and potential employees are treated fairly and with respect at all stages of their employment. • All employees (volunteers/service users) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of the UN Global Compact Network UK, such as customers or clients. • All employees (volunteers/service users) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination. • All employees (volunteers/service users) have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.
Scope of the policy	<p>The policy applies to job applicants, employees, agency temps, students on work experience or placements, volunteers including trustees, and service users</p> <p>The policy applies to all stages of employment including recruitment and selection, promotion and training.</p>
Responsibilities	<p>Employees and volunteers (including trustees) of the UN Global Compact Network UK have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.</p> <p>Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the Executive Director.</p>

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	<p>Breaches of the Equality and Diversity Policy by employees Breaches of this policy by employees may be dealt with by invoking disciplinary procedures.</p> <p>Breaches of the Equality and Diversity Policy by volunteers (including trustees) A volunteer's position with the organisation may be jeopardised should they not follow this policy.</p> <p>Employees, volunteers and trustees are also personally liable under equality legislation for any act of unlawful discrimination.</p>
<p>Equality and diversity in practice</p>	<p>In carrying out the policy, the organisation will carry out the following actions:</p> <ul style="list-style-type: none"> • <i>Use selection criteria that does not unlawfully discriminate in recruitment and promotion procedures</i> • <i>Require entry to employment /volunteering or progression within it to be based on merit</i> • <i>Not discriminate in opportunities for recruitment, training, promotion or transfer of employees or volunteers</i> • <i>Ensure that every individual is assessed according to his or her personal capability to carry out a given job/role</i> • <i>Ensure that all employees are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value</i> • <i>Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures</i> • Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment or volunteering tasks and opportunities. • Ensure that any amendments to any legislation relating to discrimination are met and adhered to.
<p>Implementation of the policy</p>	<p>All staff, trustees and volunteers will be involved in creating an equality environment and one that values diversity.</p> <p>COMMUNICATIONS Communication of the policy to job applicants and employees/ volunteers will be achieved through:</p> <ul style="list-style-type: none"> • Making available a copy of the policy to prospective applicants • Ensuring all new starters have the opportunity to discuss the policy with line managers/ colleagues • Making use of team meetings to discuss the policy and defining areas where practice could be improved • Including reference to abiding by the policy in staff terms and conditions/ volunteer agreements • Incorporating specific responsibilities into job/role descriptions <p>WORKING WITH PARTNERS In selecting our partners we will consider their commitment to Equality and Diversity by:</p> <ul style="list-style-type: none"> • Asking to see their policy • Asking what they do in practice, including monitoring the policy

	<p>USERS OF OUR SERVICE</p> <p>We will make our services accessible by:</p> <ul style="list-style-type: none"> • Considering formats for promotional material • Appropriate use of language/formats/fonts/size • Considering whether information should be available in alternative formats e.g. easy read /other languages • Considering locations where the organisation’s services are promoted /advertised • Considering accessibility of locations from which the service is provided • Considering the diverse make up of our staff/ volunteers in relation to your service users • Considering the impact of proposed new services on the user group <p>MONITORING THE POLICY</p> <p>This policy will be monitored by the Executive Director and Board to judge to what extent it is working and identify areas for improvement.</p> <p>Monitoring will relate to both employees/volunteers and to service users.</p>
<p>Reporting discrimination / potential discrimination</p>	<p>Employees who feel that they have suffered any form of discrimination should raise the issue their line manager (or where the line manager is implicated, to a UN Global Compact Network UK Board member). Employees will be entitled to follow the organisation’s grievance procedure..</p> <p>Volunteers who feel that they have suffered any form of discrimination should raise the issue with a UN Global Compact Network UK Board member.</p> <p>Service users who feel that they have suffered any form of discrimination should raise the issue with the Executive Director (or where he/she is implicated, to a UN Global Compact Network UK Board member).</p> <p>Employees or volunteers should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of the UN Global Compact Network UK. The UN Global Compact Network UK will not tolerate any harassment from third parties towards its employees or volunteers and will take appropriate action to prevent it happening again.</p> <p>If an employee or volunteer witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.</p> <p>All complaints will be treated seriously, promptly and confidentiality.</p>
<p>Review</p>	<p>This policy will be reviewed every two years by the UN Global Compact Network UK’s Trustees to ensure that it remains up to date and reflects the needs and practices of the organisation.</p> <p>The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.</p>