

NORTH BERWICK COASTAL COMMUNITY CONNECTIONS

EQUALITY AND DIVERSITY POLICY (2021)

Statement of commitment

North Berwick Coastal Community Connections is firmly committed to diversity in all areas of its work. We believe that we have much to learn and benefit from diverse cultures and perspectives, and that diversity will make our organisation more effective in meeting the needs of all our stakeholders. We are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where those with diverse backgrounds and experiences are able to participate and contribute. We will regularly evaluate and monitor our progress towards diversity.

Policy

It is the policy of **North Berwick Coastal Community Connections** to operate within the principles of equality and diversity in all aspects of its work. This includes employment, client services and the use of volunteers. The service is committed to ensuring that no person receives less favourable treatment or reduced access to services on the grounds of gender, age, disability, race, nationality, ethnicity, marital status, sexuality, family responsibility, trade union activity, class, political or religious belief.

We will ensure that all our staff and management committee members involved in the recruitment process are aware of this policy and have received training and support.

A copy of this policy will be made available to any applicant for a post within the organisation.

We will only request information and PVG check where it is necessary and relevant to the position sought. Where the position requires such a check, we will make this clear in the informal discussions, application form and interviewing process. **North Berwick Coastal Community Connections** undertakes to treat all applicants for positions within the organisation fairly and not to discriminate against a person on the basis of a conviction or other information revealed unless it is relevant to the post applied.

Throughout the recruitment process when receiving information that shows a conviction, we will take into consideration: -

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour

- Whether the applicant's circumstances have changed since offending took place
- Whether they are barred from working with the particular client group

Decisions relating to our selection for interviews and appointment will always be based on the requirements outlined in Volunteers' Role Description and Person Specifications and decisions on the suitability of volunteers will always be undertaken by at least two people within the organisation.

The impact of this policy will be monitored and evaluated to ensure that the principles of equal opportunities are achieved.

As part of our commitment to promote equality and diversity, and to preventing discrimination, **North Berwick Coastal Community Connections** will:

- Provide induction, and ongoing training for staff and volunteers that promotes an awareness of equality, diversity and discrimination.
- Monitor the diversity of our clients, volunteers and staff and identify where practice could be improved for underrepresented groups.
- Encourage individuals to be aware of who they are, including their personal prejudices and the negative impact that this can have on their work with others
- Ensure that all staff, volunteers and service users are aware that discrimination, harassment, abuse or intimidation of others will be taken seriously and will be acted upon. In the case of employees and volunteers this may result in disciplinary action being taken, which may include dismissal from role.

This policy links to several other policies including but not limited to; Recruitment and Selection, Rehabilitation of Offenders, GDPR, Grievance and Disciplinary.

Date of Policy: October 2021

Next Review Date: (should be within 3 years)

CS v2