



EQUAL OPPORTUNITIES POLICY

Scope of policy	Applies to all PyC CIC Directors and Staff
Date Approved	V3 18.10.21 (V2 20.6.19)
Review date	October 2023

1. Introduction

The term 'equal opportunities' upholds the belief that all workers within an organisation should be entitled to and have access to all of the organisations facilities at every stage of employment, including the pre-employment phase. This means every individual should have:

- An equal chance to apply and be selected for posts pre-employment
- An equal chance to be trained and promoted while employed with the organisation
- An equal chance to have their employment terminated equally and fairly

Denying any employee or prospective employee their right to equal opportunity in the workplace is considered unlawful under the **Equality Act 2010**. The Act specifies 9 areas termed in the legislation as protected characteristics. These include:

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| 1. Age | 4. Disability | 7. Sexual orientation |
| 2. Sex | 5. Pregnancy and Maternity | 8. Gender reassignment |
| 3. Race | 6. Marriage and Civil Partnership | 9. Religious background |

These principles apply equally to every aspect of PyC CIC's activities, including management and delivery of the Community Fund.

1.1 Statement	<p>PyC CIC is wholeheartedly committed to promoting and mainstreaming equality of opportunity in all aspects of employment and service delivery, to creating an organisation which reflects the community in which it operates and which promotes dignity and respect for all.</p> <p>The Company believes that everyone has the right to be treated fairly and with dignity and respect, and to work without fear of discrimination, bullying or harassment. The Company welcomes and celebrates diversity amongst its staff, applicants, Board members sub-contractors and visitors, recognising that all individuals from a wide range of backgrounds and experience contribute to achieving the Company's objectives.</p> <p>PyC CIC does not tolerate discrimination in any form. The failure of staff and Board members to behave with dignity, courtesy and respect towards others can harm individuals and impair the functioning and reputation of the organisation.</p> <p>PyC CIC will build a culture that values openness, fairness and transparency - these principles apply equally in respect of service delivery and the management of the Community Fund. The responsibility for observing the law and operating this policy lies with the Board, but the policy can only work effectively with the positive support and commitment of all colleagues.</p>
1.2 Purpose	This policy sets out how PyC CIC will ensure that all its activities are carried out in line with this statement of intent.
1.3 Scope	The policy applies to everyone who works with and for PyC CIC (including members of the Board, contractors, temporary agency staff and secondees), and covers their dealings with each other and the wider public. In addition, this document applies to employee behaviour outside

	<p>of working hours which may impact upon working relationships and may also cause reputational damage to PyC CIC.</p> <p>The policy also applies to all conditions of work including pay, hours of work, holiday entitlement, sick pay, maternity/ paternity entitlement, pensions, recruitment, selection, training, promotion, redundancy and work allocation.</p>
1.4 Legal Position	<p>Details of current applicable legislation can be found in Appendix A.</p> <p>PyC CIC has a statutory duty to ensure that its business is conducted, and its functions exercised, with due regard to the principle that there should be equality of opportunity for all people.</p>
2. Definitions	
2.1 Harassment	Any unwanted conduct that affects the dignity of any member or staff, Board member or applicant. It could be an isolated incident or persistent or and may be related to age, sex, religion, disability, nationality, race, sexual orientation or any personal trait of the person involved. The key is that the comments or actions are looked upon as humiliating and unacceptable by the recipient.
2.2 Sexual Harassment	Any form of unwanted verbal, non-verbal or physical conduct of a sexual nature. The importance of this is that no matter that another individual may not consider the conduct to be offensive it is the recipient's own response which is relevant. Therefore, all employees must be sensitive to the way in which words and actions are perceived by others. It can take the form of offensive, abusive, malicious or intimidating behaviour or misuse of power with the intention of undermining, humiliating or belittling the person it is being directed towards.
2.3 Bullying	Bullying and harassment may be obvious or insidious. They can happen face-to-face or by phone, post, email and via social media.
2.4 Discrimination	<p>The different forms of discrimination are defined below:</p> <ul style="list-style-type: none"> • <i>Direct discrimination</i>: occurs when someone is treated less favourably than another person because of a protected characteristic. • <i>Indirect discrimination</i>: Indirect discrimination can occur when a condition, rule, policy or practice exists which applies to everyone but particularly disadvantages people who share a protected characteristic. • <i>Associative discrimination</i>: This is direct discrimination against someone because they associate with another person who possesses a protected characteristic. • <i>Perceptive discrimination</i>: This is direct discrimination against an individual because others think they possess a particular protected characteristic.
Employment, Staff Training and Development	
3.1 Recruitment and Selection	<p>PyC CIC is committed to eliminating unfair discrimination from all aspects of its employment practice (for staff and Board appointments). We seek to:</p> <ul style="list-style-type: none"> • Eliminate unfair discrimination from recruitment and selection procedures for existing and potential staff and monitor the effectiveness of this procedure. • Recognise that certain groups may experience discrimination in employment and take positive action if inequality becomes apparent. • Take positive action with a view to ensuring that workforce and board members reflects the communities it serves.

<p>3.2 Training and Development</p> <p>3.3 Remuneration</p>	<p>PyC CIC is committed to eliminating unfair discrimination from all aspects of employee development. We seek to:</p> <ul style="list-style-type: none"> • Provide equitable access to training and development opportunities. • Ensure that access to training is not refused on the grounds of a protected characteristic. • Ensure that the content of training reflects PyC CIC’s commitment to equality and diversity. • Educate all employees and board members of this policy and of their right to protection from discrimination. This will be achieved through the induction process, performance management reviews and ongoing awareness raising. <p>PyC CIC is committed to the principles of the Equal Pay Acts and the Equality Act and applies them to pay and other contractual matters. We will never discriminate where men and women are doing like work; work which has been rated as equivalent; work that is of equal value.</p>
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PyC CIC Policy & Operational Practice

<p>4.1 EqIA</p>	<p>An Equality Impact Assessment checklist may be used to assist scrutiny of all policies, programmes and marketing, to ensure inclusivity. From time to time, PyC CIC will engage the services of Diverse Cymru or similar specialist organisation to undertake independent reviews and make recommendations to ensure that our services are as accessible as possible to all protected characteristics groups.</p>
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Service Delivery

<p>5.1 Our Commitment</p>	<p>PyC CIC administers a Community Fund for the benefit of communities of the upper Neath, Afan, Rhondda and Cynon Valleys. Services will be offered equitably to all members of the public and potential grant recipients within, (or those having an impact in) our areas of benefit. The effectiveness of our service delivery will be monitored as part of normal and routine project evaluation. This information will be used to inform future policy and to enhance business processes.</p> <p>If there is a shortage of quality applications from groups who support people with protected characteristics then PyC CIC will take positive action to promote its services under-represented groups, or groups who otherwise face barriers or exclusion in society. There should be no interpretation of discrimination against others in this process.</p> <p>PyC CIC specifically commits to:</p> <ul style="list-style-type: none"> • Provide welcoming and accessible premises for all visitors • Provide accessible written literature in a variety of formats • Provide accessible online services • Make reasonable adjustments for people who may encounter barriers to our services
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<p>5.2 What we expect from applicants</p>	<p>Community Fund Forms require all applicants to explain what they do to ensure that people from all backgrounds know about their services and projects and how they can benefit from them.</p> <p>It is essential that anyone is welcome and able to join or take part, unless there are clear reasons why this isn’t possible (e.g. the activity is exclusively for women, young people or older people). If there are any restrictions, applicants are required to explain why.</p> <p>Governing documents should refer to open access and will be checked.</p>
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Reporting and Management

<p>6.1 Reporting</p>	<p>All matters relating to the investigation of complaints of discrimination will be treated in strict confidence. Any breach of confidentiality in this regard may render those responsible liable to disciplinary actions. Any Board member or member of staff who wishes to make a complaint of</p>
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	discrimination (whether formally or informally) should notify the Chair or the Executive Director. They will ensure that the incident is recorded and investigated in accordance with the requirements of the Equality Act 2010.
6.2 Informal Resolution	<p>Sometimes people are not aware that their behaviour is unwelcome or misunderstood and an informal discussion can lead to greater understanding and agreement that the behaviour will cease. Individuals are therefore encouraged, if they feel they can do so, to resolve problems informally, and at an early stage, by making it clear to the alleged offending person that their actions are discriminatory and should not be repeated. This may be done verbally or in writing in which case the complainant should keep a copy of the documentation and, where possible, the times and dates of incidents recorded.</p> <p>If the complainant feels unable to approach the alleged offending person, a work colleague or a board member could be asked to speak to them on the complainant's behalf. A note should be made of any action taken and the matter notified to the Chair.</p> <p>An individual who is advised that their behaviour is unacceptable should:</p> <ul style="list-style-type: none"> • Listen carefully to the complaints and concerns raised; • Respect the other person's point of view: everyone has a right to work in an environment free from harassment / intimidation; • Understand and acknowledge that it is the other person's reaction / perception to another's behaviour that is important, not their intention; • Agree the aspects of behaviour that will change; • Review their general conduct/behaviour at work and with workplace colleagues. <p>Where the complaint is dealt with informally and resolved at this stage, no record will be kept.</p>
6.3 Formal Resolution	<p>If the alleged discrimination continues, the complainant feels unable or unwilling to deal with the matter informally, or the allegation is so serious as to prevent the use of an informal approach, a complaint should then be raised formally in writing to the Chair. If the Chair is implicated in the complaint then it should be addressed to the Executive Director.</p> <p>During this process, it may be considered necessary to move one of the relevant parties from their usual workplace. If this is the case, as a matter of general principle PyC CIC will normally remove the alleged offending person rather than the complainant. However, the final decision on who should be moved should reflect the particular circumstances of the case. It should be understood that moving either party does not imply guilt or culpability and no detriment to either party will be construed as a consequence.</p> <p>Where an employee is found to be guilty of discrimination, this will be further investigated under PyC CIC's Disciplinary Procedures and could lead to disciplinary action, up to and including dismissal.</p> <p>No employee or Board member will be victimised or suffer detriment for making a complaint of discrimination. Victimisation and bullying are disciplinary offences.</p>

Appendix A: Equality Legislation

The Equality Act 2010 consolidates existing anti-discrimination law into a single legal Framework. Nine pieces of primary legislation and over 100 pieces of secondary legislation were incorporated into the Act, including Race Relations Act 1976, the Sex Discrimination Act 1975, and the Disability Discrimination Act 1995. The consolidation of the legislation and the bringing together of these acts into one piece of legislation makes the law easier to understand and apply. The Act protects people with certain characteristics, we also recognise that some share multiple characteristics.