



Equality, Diversity and Inclusion Statement

- 1.1 Hive is committed to encouraging equality, diversity and inclusion and eliminating unlawful discrimination.
- 1.2 We seek to ensure that equality, diversity and inclusion principles underpin all areas of our work and service provision.
- 1.3 We recognise that many people and groups suffer discrimination and face serious barriers when trying to fulfil their true potential. We also recognise that not all forms of unreasonable and unfair discrimination are the subject of legislation. We aim to take positive steps to redress discrimination, to improve equality of opportunity, and to combat any unreasonable or unfair treatment which places people at a disadvantage for any reasons not directly related to their ability to do their job for us, or to their eligibility to receive services from us.
- 1.4 Under the Equality Act 2010 it is unlawful to discriminate against people on grounds of protected characteristics (appendix 1). However we recognise that people may experience discrimination for many additional social, educational and economic reasons (appendix 2). This policy will apply equally to all these circumstances, and this list is neither definitive nor exhaustive.
- 1.5 Hive will not tolerate discrimination, harassment, bullying, victimisation or abuse of staff, volunteers or people connected with the services provided by Hive.

Scope

- 2.1. This policy applies to all staff, volunteers, members, trustees, service users and visitors.

Responsibilities and Delivery Mechanisms

- 3.1. Hive's Board of Trustees has ultimate responsibility for this policy.
- 3.2. The Trustees delegate to the Manager the responsibility to implement, monitor and evaluate this policy in terms of employment practice and service delivery. They are also under a duty to ensure that the Board of Trustees is regularly kept informed of the policy's implementation, and of the implications of their decisions and policies for equality, diversity and inclusion issues.
- 3.3. All employees, volunteers and Trustees will be informed that an equality, diversity and inclusion policy is in operation and that they are bound to comply with its requirements. The policy will also be drawn to the attention of Hive's members, funders, job applicants and those using the services of Hive.
- 3.4. The equality, diversity and inclusion statement above shall be displayed in our premises, visible to staff and visitors. A copy will be made available to all staff and Trustees upon appointment or election, and whenever the policy is modified.
- 3.5. Hive's grievance and disciplinary procedures will be used to deal with any complaints about discrimination, harassment, sexual harassment, or bullying involving staff. Complaints from people using the organisation's services will be through the complaints procedure for Hive.
- 3.6. Hive seeks a broad and representative Board of Trustees.



- 3.7. When staff or Trustees represent Hive on the committees of other agencies, it is expected that they will endeavour to ensure that equality, diversity and inclusion principles and practices are adopted by those agencies.

Employment Practices

Hive encourages equality, diversity and inclusion in the workplace.

We aim to create a working environment free of bullying, harassment, sexual harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

- 4.1. Hive aims to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable within the context of the policy.
- 4.2. Hive regards discrimination, harassment, sexual harassment abuse, victimisation or bullying of staff, clients or others in the course of work as disciplinary offences that could be regarded as gross misconduct, and will take complaints of such behaviour seriously. Condoning such behaviour could also be treated as a disciplinary offence. As well as disciplining the perpetrator(s), we will give appropriate support to people who complain of harassment of themselves or others.
- 4.3. Selection, recruitment, training, promotion and employment practices generally will be subject to regular review to ensure that they comply with the equality, diversity and inclusion policy, and to try and constantly improve equality, diversity and inclusion practices.
- 4.4. Hive will attempt to accommodate staff requests to work flexibly for any reason, whether part-time or some other working arrangement, provided it doesn't prejudice the needs of the organisation. Hive will also encourage initiatives designed to help staff who wish to return to work after a career break. Hive's terms and conditions of employment allow for paternity, partner and shared parental leave in addition to maternity leave, in accordance with current legislation. Allowance is also made for compassionate and dependant's leave to deal with domestic emergencies.
- 4.5. We recognise that organisations are obliged under the Disability Discrimination Act to make reasonable adjustments to accommodate people with disabilities and enable them to do their job without unnecessary difficulty. We will make reasonable adjustments, whether or not we are obliged to do so by law, and whether or not a disabled applicant or employee is covered by the definition of disabled under the DDA.
- 4.6. We accept our obligation not to discriminate against applicants and employees on the basis of their religion or belief. We will try to accommodate employees' religious beliefs by:
 - allowing time and if possible a place for prayers during the working day and at the workplace
 - considering employees' dietary requirements in catering for staff and when providing facilities for staff to eat and store food
 - allowing staff of particular faiths to take their holidays for religious festivals and other religious observance.



- trying to arrange job interviews or other important work meetings at times when they do not clash with important religious festivals.
 - not imposing a dress code with which people of a particular religion cannot comply.
- 4.7. Hive will not discriminate on grounds of age in recruitment, promotion, training, or the availability of benefits such as pension contributions or health insurance. Hive will consider seriously any application to work beyond the retirement age of 65, whether flexibly or otherwise.
- 4.8. Hive will operate a staff appraisal system. Where appropriate or possible, we will provide training or education development to enhance potential within the existing job, arising out of needs identified through appraisal or from other circumstances. Hive may, in certain circumstances, allow for paid or unpaid leave for training or educational purposes.
- 4.9. Hive will take whatever positive action is required where it can be shown that under-representation of any particular group has occurred in recruitment. Where appropriate and where legally permissible, employees from under-represented groups will be given training and encouragement in order to promote equality, diversity and inclusion within Hive.
- 4.10. Training opportunities will be published widely to all appropriate employees and not in such a way as to exclude or disproportionately reduce the number of applicants from particular groups.

Service Delivery

- 5.1. Hive seeks to ensure that its services are accessible to all sections of the community served by Hive. In particular Hive will ensure that this applies to those most at social, economic or educational disadvantage.
- 5.2. Hive will make public its commitment to combating discriminatory attitudes where these are encountered.
- 5.3. Hive will ensure that none of its policies discriminate directly or indirectly against any group or individual.
- 5.4. Hive will adopt a Complaints Procedure that will include its objectives with regard to equality, diversity and inclusion in service delivery.
- 5.5. Hive will attempt to find ways of making our service accessible to everyone, including people for whom English is not a first language, people with visual or hearing impairments, and people who live in remote rural areas or who cannot easily travel.
- 5.6. Hive will take all reasonable steps to ensure that all its activities (including Trustee meetings and AGMs) are carried out in premises which are accessible to people with mobility difficulties. In the event that the premises operated by Hive are not accessible for particular individuals, Hive will arrange alternative meeting places.
- 5.7. Hive will be sensitive to the particular needs of service users by trying to provide for example, translations, childcare facilities run by vetted carers and, when providing food, having regard to religious and other dietary requirements.
- 5.8. Hive will operate a variety of means to allow people to contact staff and trustees.
- 5.9. Hive will be concerned especially with people and communities that are disadvantaged and excluded and will find ways to support the representation of their interests.



Monitoring and Evaluation

- 6.1. Hive will regularly evaluate its services and the effectiveness of its equality, diversity and inclusion policy, by a variety of means.
- 6.2. Monitoring may be carried out by Hive to provide the data for this regular evaluation. For example, Hive may ask clients using our services, job applicants, volunteers and trustees for information about their ethnic origin, disability, marital status, age or other personal information. We will only do this for a specific defined purpose such as collecting statistical data for funders, for research, or for our own monitoring to evaluate this policy's impact.
- 6.3. Hive will be sensitive to groups and individuals and will have due regard for the principles of data protection when seeking information. Where sensitive information is gathered, those responding will be explicitly informed of the purpose and that they are liberty to withhold the information. All monitoring information will be securely stored, aggregated and anonymised.

Review of this policy

- 7.1. Hive's commitment to equality, diversity and inclusion is an active one. This document should be amended if necessary on a regular basis as part of this active commitment.
- 7.2. Hive's equality, diversity and inclusion policy will be reviewed annually.
- 7.3. Hive will also seek to keep abreast of new developments in equality, diversity and inclusion practice and actively seek information on this issue.

Appendix 1: Protected characteristics

Under the Equality Act 2010, It is against the law to discriminate against anyone because of their 'protected characteristics':

- age
- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation
- gender reassignment
- being married or in a civil partnership *
- being pregnant or on maternity leave *.

These protected characteristics, except for the last two, may also form the basis of harassment (see Appendix 3).

Appendix 2: Other unlawful discrimination

Other types of unlawful discrimination include discrimination due to:

- language
- health or health status
- physical or mental disability
- trade union membership
- working hours or contracts (including flexible working)
- caring responsibilities
- class or background
- where someone lives
- how someone speaks



Appendix 3: Harassment and Dignity at Work

Hive's objectives will be best served if staff work in harmony with each other and with those to whom they report. Each member of staff should respect other members of staff and realise that behaviour that they may find acceptable may not be so regarded by others.

Managers and supervisors shall act and react towards employees in a manner which respects their dignity. They shall work to ensure that those under their management and / or direction act in a similar way in their relationships with each other.

Harassment

Harassment at work in any form is entirely unacceptable and each member of staff carries responsibility for their own behaviour under the policy.

The following guidance is adapted from that provided by Acas ([acas.org.uk/discrimination-and-the-law/harassment](https://www.acas.org.uk/discrimination-and-the-law/harassment)).

The Equality Act 2010 defines three types of harassment:

- harassment related to 'protected characteristics'
- sexual harassment
- less favourable treatment as a result of harassment.

In addition, the Protection from Harassment Act 1997 defines a type of harassment which is behaviour that causes alarm or distress but is not necessarily related to a protected characteristic. This can be a criminal act, and includes stalking.

Harassment and bullying can often be confused. Bullying behaviour can also be harassment if it falls under one or more of the definitions in this Appendix. Serious harassment could also be a hate crime.

Harassment related to a protected characteristic

This is unwanted behaviour related to any of the protected characteristics (Appendix 1), except for marriage, civil partnership or pregnancy and maternity which violates the person's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment for the person.

It can be harassment if the behaviour has one of these effects even it was not intended, or was intended to have one of these effects even if it did not have that effect.

Unwanted behaviour can include:

- a serious one-off incident
- repeated behaviour
- spoken or written words, imagery, graffiti, gestures, mimicry, jokes, pranks, physical behaviour that affects the person

The person being harassed might feel disrespected, frightened, humiliated, insulted, intimidated or threatened.

By law, whether someone's behaviour counts as harassment depends on the circumstances of the situation, how the person receiving the unwanted behaviour views it, and whether the person receiving the behaviour is 'reasonable' to view it as they do. It can still be against the law even if the person being harassed does not ask for it to stop.



Sexual harassment

This is unwanted behaviour of a sexual nature. It does not need to be related to a protected characteristic.

Less favourable treatment as a result of harassment

This is when someone experiences less favourable treatment because of how they responded to certain types of previous harassment:

- sexual harassment
- harassment related to sex
- harassment related to gender reassignment.

It can apply whether the person rejected or 'submitted to' (accepted) the previous harassment.

Harassment happens when the person is treated less favourably than they would have been if they had not responded to the previous harassment in the way they did.

Responding to harassment

If you think that you've been harassed at work, you should raise the issue with your manager, either informally or formally. If the alleged harassment involves your manager, raise it with the Chair of Trustees.

Any employee can report harassment they have seen or heard at work, even if it is not directed at them.

Hive will provide support for employees who allege harassment.

Any complaint of harassment will be taken very seriously and investigated as soon as possible, following a full and fair procedure, to minimise potential stress both for the alleged harasser and the complainant.

Acas provide further information on what to do if you've experienced or witnessed harassment, as well as other advice and support and a confidential helpline at [acas.org.uk](https://www.acas.org.uk).

Informal procedure

Wherever possible employees who believe that they have been the subject of harassment, should tell the person responsible that they find their behaviour offensive and ask them to stop. If the individual feels unable to do this themselves they may ask a friend, their Union representative, their line manager or another person of their choice to do it for them.

If the alleged harassment continues, or the complainant feels unable to speak directly to the alleged harasser, it may be helpful to write to the person concerned clearly indicating what is considered to be unacceptable behaviour.

Formal procedure

If the behaviour continues (or the informal procedure seems inappropriate) the matter should be dealt with as a grievance. It should be reported in writing to the complainant's manager giving details of the incidents, when they occurred, any possible witnesses and any discussion or correspondence under the informal procedure. This complaint may be made through a friend, a Union representative or



another person of choice. After receipt, the matter shall be brought to the attention of the alleged harasser's manager (if this is not also the complainant's manager) who shall carry out an investigation.

As an alternative to the above, which may be inappropriate, (eg. because the alleged harasser is the complainant's manager), the complainant may raise the matter with the Chair of Trustees, who shall act as a confidential advisor. This advice may mean the employee needs to make a formal complaint to the manager of the person alleged to have carried out the harassment. The alleged harasser's manager shall then conduct an investigation.

The investigation shall be carried out under the terms of Hive disciplinary procedures. In certain circumstances the alleged harasser may be suspended without prejudice on full pay before, during or after the investigation.

During the investigation or resultant disciplinary hearing the complainant and alleged harasser will have the right to be accompanied and/or represented by a person of their choice.

If the allegations are upheld disciplinary action including the possibility of dismissal will result.

If the outcome of the investigation and/or disciplinary hearing is that no formal disciplinary action is to be taken, no record of the complaint will appear on the alleged harasser's personal file.

The complainant will be informed that a disciplinary investigation has been held and may be told of the broad findings and outcomes of this investigation, provided this information does not breach the obligation of confidentiality to the alleged harasser. The complainant may lodge an appeal under the grievance procedure if they are not satisfied that the matter has been properly dealt with.

Victimisation

Employees will not be victimised in any way for complaining about discrimination or racial, sexual or other forms of harassment or for giving evidence about such a complaint.