



The Children's Centre
Children, Young People and Families First

EQUALITY & DIVERSITY POLICY

Policy Statement:

The Charity values diversity and is committed to being an Equal Opportunities employer. It recognises that although employees and external families and children who avail of the services we provide, may have many things in common, they will be different in many ways, some that are visible and others that are not. The Policy seeks to recognise these differences and ensure that employees and external customers and clients are valued as individuals. The Policy applies to all employees, and requires that all employees treat others with fairness, equality, respect and dignity.

The Policy:

In accordance with Isle of Man legislation, as well as accepted good practice, the Charity will not discriminate on the grounds of the following characteristics:

1. Gender
2. Age
3. Marriage or civil partnership
4. Race
5. Religion or belief
6. Sexual orientation
7. Trade union membership or affiliation
8. Disability
9. Pregnancy, maternity and paternity

What this means:

Discrimination may be direct or indirect; direct discrimination may mean that a person is treated less favourably on the grounds of one or more of the above characteristics; indirect discrimination means that a person is treated differently because of unjustifiable conditions being imposed that disadvantage a significant proportion of employees or clients with any of the above characteristics.

Furthermore, the Charity will not discriminate in relation to any of the following activities:

- Recruitment
- Pay and benefits
- Terms and conditions of employment
- Promotion
- Access to training
- Requests for leave or flexible working
- Disciplinary matters
- Dismissal and redundancy
- Providing references

How the Policy is applied:

Responsibility for implementing the Policy lies with The Children's Centre as the employer, as well as the individual managers and employees of the organisation. Every member of The Children's Centre, no matter what level, is responsible for ensuring this Policy is adhered to at all times. We must be vigilant at all times against discrimination.

Furthermore, the Charity has a checklist in place for Equality Impact Assessments (EIAs), which is used, as and when needed, for the systematic assessment of the needs of employees as well as clients who may fall within equality and priority groups.

An assessment will be conducted when a change occurs within The Children's Centre which could impact on employees and their working patterns in some way or when a decision is needed that may require selection of individuals for whatever reason. Examples of situations when an EIA may be required include; the introduction of a new policy, the changing of a structure leading to a reduction in roles available and thus a selection process is needed; during recruitment when a particular set of skills may be needed. In the latter case, all potential employees are required to complete an Equality Opportunities Form so The Children's Centre is made aware of any person who or circumstance which may fall within equality and priority groups. The assessment ensures that the Charity removes any potential barriers, and enables employees the best possible environment in which to perform their work duties, as well as clients having the best possible access to services. Considerations for this assessment include:



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- Transport
- Eligibility criteria
- Childcare
- Physical adaptations
- Locations
- Language

Information gathered to ensure that equality is maintained and diversity is respected is monitored on a regular basis. The Leadership Team and the Board of Trustees will review all information on a quarterly basis presented as part of the HR Status Report and ensure plans are developed and implemented to progress any identified areas for improvement.

Reporting Discrimination:

Any allegation of unfair discrimination against an employee or a client must be first reported to the employee's line manager who must treat it seriously, and investigate it promptly and fairly. Should the complaint relate to the employee's line manager, then it should be made to a Head of Function or the relevant Leadership Team member.

The line manager must investigate the complaint in a timely manner and keep the employee updated with progress on a regular basis.

Where a complaint is upheld appropriate action may be taken under the Bullying and Harassment Policy and/or the Disciplinary Policy. Other remedial action may also be taken, for example training.