Equality, Diversity & Gender Mainstreaming Policy

RJ4All was founded upon the restorative justice principles of power sharing, equality, involvement in decision-making, dignity and respect. Everything we do is guided by these principles and all our project ideas are driven and quality controlled by our users. We take matters of equality, diversity and gender mainstreaming extremely seriously whether these relate to our project and service delivery, recruitment and training. **This policy is drawn from the articles and spirit of the European Convention on Human Rights (ECHR) and the Universal Declaration of Human Rights (UDHR).**

1. Introduction

This Policy covers all RJ4ALL's employees, volunteers, interns, Board members and users irrespective of their status, level or gerade. The Policy provides guidance only. It applies, but is not limited to, advertising of jobs, recruitment and selection, training and development, opportunities for promotion, conditions of service, benefits and facilities and pay, health and safety and conduct at work, grievance and disciplinary procedures and termination of employment, including redundancy. However, neither this Policy nor any part of its contents forms part of any employee's contract of employment. RJ4ALL may alter, add to or depart from this Policy at any time at its discretion. It is important that you read this Policy carefully and comply with its terms.

2. Policy statement

RJ4ALL is an equal opportunities organisation committed to actively preventing all forms of discrimination and promoting equality, gender mainstreaming, diversity and mutual respect in its policies, practices and procedures and in those areas in which it has a material degree of influence. This applies to RJ4ALL' relationships with its employees and other workers and in its business dealings with its service users. RJ4ALL aims to create a working environment in which all individuals who work for RJ4ALL are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

RJ4ALL aims to treat everyone with the same attention, courtesy and respect and not to discriminate or harass unlawfully because of age, disability, gender reassignment, marriage or civil partnership status, pregnancy, maternity, race, racial group, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation, trade union membership or part-time or fixed-term status ("Prohibited Grounds").

Reasonable adjustments are made where necessary and appropriate in the case of employees, volunteering, interns and service users who are disabled.

This Policy is aligned with the ECHR and the UDHR, and is drawn from their articles and overall spirit

3. Forms of Discrimination

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the Prohibited Grounds set out in part 2 above. For example, rejecting an applicant because it is considered they would not "fit in" because of their race would almost always be direct discrimination. Indirect discrimination occurs where an individual is subject to a provision, criterion or practice which puts that individual at a particular disadvantage because of one of the Prohibited Grounds (for example, their sex or race) and the employer cannot objectively justify that provision, criterion or practice (for a reason unconnected with the individual's sex or race) as a proportionate means of achieving a legitimate aim of the employer.

Discrimination can also take the form of victimisation (which occurs when an employee suffers less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that connection) and harassment (see the Protection from Harassment Policy).

4. Gender equality and gender mainstreaming

Gender equality forms part of this Policy and is informed by the actions, policy and measures taken by the European Commission in the implementation of its Gender Equality Strategy. Moreover, RJ4All actively promotes the Council of Europe Convention on preventing and combating violence against women and domestic violence through its programmes, and consciously makes efforts to mainstream equality internally and across its projects. We understand gender mainstreaming as an organisational strategy towards realising gender equality in all that we do from our internal structures and procedures to the project we select, how we conduct them and what outcomes we pursue. This ensures that our policy and practice is of higher quality and informed by the changing needs of those impacted by gender inequality. Based on this policy, gender mainstreaming requires both integrating a gender perspective to the content of our various policies, and addressing the issue of representation of women and men in the given policy areas, our projects and interna procedures. Equal representation and genuine participation are also key principles of our gender mainstreaming strategy.

5. Employment

General statement

RJ4ALL aims to be an equal opportunity employer. This Policy covers all aspects of employment, including vacancy advertising, selection recruitment, terms and conditions of employment, access to training opportunities, access to promotion, conditions of service, benefits and facilities and pay, health and safety, conduct at work, grievance and disciplinary processes, termination of employment and any other employment related activities.

Terms of Employment, Benefits, Facilities and Conditions of Service

RJ4ALL aims to treat all employees and other workers equally irrespective of personal characteristics and to create a working environment which is free from unlawful discrimination and harassment and which respects, where appropriate, the diversity in the backgrounds and beliefs of employees and other workers. Terms and conditions for employees and any other workers will comply with all current and any future anti-discrimination legislation and associated codes of practice. Provision of working hours, maternity and other leave arrangements, performance appraisal systems, dress code, bonus schemes and any other conditions of

employment will not discriminate unlawfully against any of its employees or other workers on any Prohibited Ground where to do so is not permitted by law.

Where appropriate and necessary, RJ4ALL will endeavour to provide appropriate facilities and conditions of service which take into account the specific needs of its employees which arise from their ethnic or cultural background; gender; responsibilities as carers; disability; religion or belief; or sexual orientation.

RJ4ALL endeavours to review all terms of employment, benefits, facilities and conditions of service from time to time. If a change occurs in an employee's abilities or caring responsibilities which is likely to affect their work, the line manager should be notified as soon as possible, and adjustments will be made where practical and reasonable.

Promotion, Transfer and Training

RJ4ALL aims to provide promotion opportunities within RJ4ALL team. RJ4ALL aims to ensure that all of its employees have equal access to training and other career development opportunities appropriate to their experience and abilities.

RJ4ALL aims to regularly monitor the composition and movement of employees at different levels to ensure equality of opportunity at all levels of RJ4ALL. Where appropriate, RJ4ALL aims to identify and remove unnecessary or unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or under-represented groups. RJ4ALL aims to regularly review conditions of service, benefits and facilities to ensure that they

are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.

6. Disability Discrimination

Any employee who is disabled, or becomes disabled whilst in the employment of RJ4ALL is encouraged to tell RJ4ALL about their condition. This is to enable RJ4ALL to provide as much support as possible. Any employee of RJ4ALL who is disabled should advise their line manager of any proposals for reasonable adjustments to their working conditions or the duties of their job which they consider necessary, or which would assist them in the performance of their duties. Their line manager may wish to consult with them and with their medical adviser(s) about possible adjustments. RJ4ALL aims to ensure that careful consideration is given to any such proposals to accommodate them where practicable and proportionate to the needs of the job. Nevertheless, there may be circumstances where RJ4ALL will not be in a position to accommodate the suggested adjustments.

RJ4ALL aims to monitor the physical features of its premises to consider whether they place disabled employees of RJ4ALL, other workers, partners, clients or visitors at a substantial disadvantage. Where possible, practicable and proportionate, RJ4ALL will take steps to improve access for such disabled persons.

7. Activities and Service Users

RJ4ALL is committed to countering disadvantage and treating all users and prospective users equally. Practical measures are taken to enable representatives and members of local organisations to attend RJ4ALL events and participate, if sufficient notice is given and funds are available. Services will be publicised in a variety of ways and places. Publicity materials will be, as far as possible, clear, simple and widely accessible.

In addition, where necessary and where it is permitted by national and international Legislation (for example, provisions relating to positive action or exemptions), RJ4ALL will seek to provide services which meet the specific needs and requests arising from service users' particular circumstances or characteristics in terms of age, ethnic or cultural background, gender, responsibilities as carers, disability, religion or belief, sexual orientation or other relevant factors.

The Executive Director, under the guidance of the Board, review and monitor the overall balance of services, and seek to ensure that these meet the changing needs of, and opportunities available to, the people and organisations RJ4ALL serves. All employees are responsible for planning and monitoring the services for which they are responsible to ensure that these are responsive to users' needs and not discriminatory and must report any areas where action or further funding is required to the Executive Director.

8. Implementing this Policy

Acts of discrimination or harassment of any of RJ4ALL' employees on any of the Prohibited Grounds by employees or other workers may result in disciplinary action (or other appropriate action where the Disciplinary and Dismissal Procedure does not apply).

Acts of discrimination or harassment on any of the Prohibited Grounds by third parties acting on behalf of RJ4ALL may lead to appropriate action including termination of services where appropriate.

9. Complaints of Discrimination

Any employee who believes that they may have been disadvantaged on any of the Prohibited Grounds listed in part 2 above, is encouraged to raise the matter through RJ4ALL' Grievance Procedure. If you believe that you may have been harassed on any of the Prohibited Grounds, you are encouraged to raise the matter through RJ4ALL' Protection from Harassment Policy. Allegations regarding potential breaches of this Policy will be treated in confidence as far as

possible and RJ4ALL aims to investigate allegations in accordance with the relevant procedure. Employees who make allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach of this Policy which are found to have been made in bad faith may, however, be dealt with under RJ4ALL' Disciplinary and Dismissal Procedure. If, after investigation, you are found or believed to have harassed any of RJ4ALL' employees, other workers, or any other person including RJ4ALL' visitors, customers and suppliers, on any of the Prohibited Grounds or otherwise act in breach of this Policy, you may be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal.

10. **Monitoring Equal Opportunities**

RJ4ALL will aim to monitor the effects of selection decisions and personnel practices and procedures on a regular basis in order to assess whether equal opportunity is being achieved.

RJ4ALL will, from time to time, review:

- the composition of the work force of the organisation and changes in distribution over periods of time; and
- the selection criteria and personnel procedures to ensure that they do not include requirements or conditions which constitute, or may lead to, indirect or direct discrimination.