



Equity, Equality, Diversity and Inclusion Policy

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Staff Name	Title	Date Reviewed
Gemma Halliwell	CEO	Jan 2023
Natalie King	Service Manager	Jan 2023
Tara Krgo	HR Officer	May 2024
Lucy Martin	Trustee	May 2024

The policy will be reviewed on a formal basis each year, or sooner in light of new guidance or legislation.

This policy applies to all staff, including senior managers and the board of Trustees, paid staff and sessional workers or anyone working on behalf of The Green House.

This policy should be read in conjunction with the following policies:

- Dignity at Work Policy
- Grievance Policy and Procedure

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Policy Statement

The Green House confirms its commitment to EEDI for everyone; our Trustee Board, staff team, associates, and volunteers – and stakeholders and clients, irrespective of individual differences and protected characteristics. We aim to create an environment where everyone is treated fairly, and all can feel a sense of belonging. This will mean acknowledging that one style may not be appropriate for everyone, and The Green House will adopt a flexible approach to meeting differing needs.

This policy has been created in accordance with the 2010 Equality Act. The Green House has a duty of care to any individual with a protected characteristic(s) associated with the Charity. We aim to ensure that no individual will be unfairly discriminated against in any aspect of our work. We will take steps to prevent and properly address any forms of discrimination, harassment, and victimisation of any individuals. This includes:

- Staff currently employed with the Charity
- Service users
- Contractors and suppliers
- Volunteers
- Job applicants
- Former employees

It is also important to note, that individuals associated with someone with a protected characteristic are also protected under this legislation. The protected characteristics are listed in the Equality Act as:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual orientation

Although anyone who discriminates against someone at work is responsible for their own actions, we aim to do all that we reasonably can to protect individuals from discrimination and have a clear zero-tolerance policy and reporting channels if a complaint is made.

At The Green House we hold the privilege of being listened to. We want to acknowledge that, and change the dynamics of the way we listen, reflect and act on what we hear and what we learn, increasing the extent to which we share or make space for individuals and organisations who hold expertise that we don't, but also

becoming more representative ourselves of the full range of communities we aim to serve.

In valuing EEDI, The Green House endeavours to ensure that no-one receives less favourable treatment on any grounds which are not relevant to good employment practice, the delivery of our services and good partnership working. Having a positive regard for the human rights of those who work with us and for us is fundamental to our commitment to EEDI and to Our Values

Principles

There is strength in diversity. We will best meet the needs of survivors of sexual abuse, if our staff, volunteer and trustee teams reflect all communities. We will make space for and listen to all voices and experiences to help inform our work and organisational culture, especially those that are more likely to be marginalized.

We will also carefully consider the following themes:

•**Our communications and audiences** – covering the content, voices, language, imagery, formats and channels we use to tell the whole story of sexual abuse, including how we present ourselves, who we represent and are perceived to represent and advocate for.

•**Our collaborations, partners and projects** – by which we mean the many individuals and organisations we work with on projects, service delivery, and in informal ways, thinking about how we're experienced by other people.

•**Our service delivery** – examining what impact are we having, together with our partners; what's the experience people have of the sexual abuse response they receive which we have partnered in or commissioned.

Aims

The EEDI Policy moves beyond The Green House's legal and moral obligations, enhancing our commitment to our community and social responsibility.

To this end we will:

- Recruit and retain the best possible talent
- Have a positive regard for every individual's Dignity at Work
- Ensure that no individual is disadvantaged because of difference
- Embed this policy into our Strategic and Business planning



Definitions

Our policy uses the terms **Equity, Equality, Diversity and Inclusion** (EEDI) interchangeably and to demonstrate our understanding of what is essential to generate that sense of belonging within The Green House.

The CIPD in its publication “Building Inclusive Workplaces” set out the following definitions:

Diversity refers to demographic differences of a group – often at team or organisational level. Often, diversity references protected characteristics in UK law: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Equality means equal rights and opportunities are afforded to all. The 2010 Equality Act in the UK protects those with protected characteristics from direct and indirect discrimination in the workplace.

Equity recognises that treating everyone equally has shortcomings when the playing field is not level. An equity approach emphasises that people should not always be treated the same, rather that they are treated according to their own situation. This is consistent with The Green House’s work in supporting victims and survivors according to their own situation.

Inclusion is often defined as the extent to which everyone at work, regardless of their background, identity or circumstance, feels valued, accepted and supported to succeed at work.

Forms of Discrimination

To support understanding of how some behaviours are defined as unlawful, the Equality Act 2010 sets out the different forms of discrimination in the following way:

Direct discrimination means treating someone less favourably than someone else because of a protected characteristic. In the case of age, treating someone less favourably than someone else may be justified.

Direct discrimination by perception means treating one person less favourably than someone else, because you incorrectly think they have a protected characteristic.

Indirect discrimination means putting in place, a rule or policy or way of doing things that has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified.

Direct discrimination by association means treating someone less favourably than another person because they are associated with a person who has a protected characteristic.

Harassment is unwanted behaviour related to a protected characteristic which has the purpose or effect of violating someone's dignity or which creates a hostile, degrading, humiliating or offensive environment.

Victimisation is treating someone unfavourably because they have taken some form of action relating to the Equality Act, e.g. made a complaint under the Act or supported somebody who is doing so, such as appearing as a witness.

Accountability and Responsibilities

Every member of The Green House community has an individual responsibility for valuing EEDI. However, specific responsibilities are designated and defined follows:

Trustee Board

The Board will monitor implementation of this policy, as well as taking other opportunities to hear feedback in interactions with individual staff members, and our stakeholders.

Chief Executive

Accountability and responsibility for the overall development, monitoring and day-to-day co-ordination of the policy rests with the Chief Executive.

Human Resources and Operations Team

The Human Resources and Operations Team will ensure that the policy will be implemented in accordance with the appropriate statutory requirements. They will also ensure that that this document isn't just a policy which sits on the shelf but is embedded in the HR processes including learning and development, mediation and support, staff wellbeing work etc.

Senior Leadership Team

Leaders and managers play an integral part of ensuring their teams understand what is expected of them in terms of this policy. They have a responsibility to take all concerns and complaints with regard to EEDI seriously, as well as set the tone for building positive working environments and healthy working climates. The Green House will ensure that everyone at leadership and management levels will be provided with the necessary support to implement EEDI objectives and create positive working environments for all individuals.



The Green House VOICE Groups and Authentic Voice Co-Ordinator

The Green House VOICE Groups and Authentic Voice Co-Ordinator are key contributors to ensuring that The Green House is an inclusive place to work, and service for clients to access. We recognise that the different experiences we bring can impact and shape the work we do within The Green House and within the wider community. Its role is part of developing an authentic voice culture which demonstrates there is 'no them and us' and to invite the expertise from our staff and clients with lived experience of sexual abuse (and other types of lived experience) to inform and shape our work and be part of this group.

We aim to ensure that everyone at The Green House feel included in our work and engaged with it. This includes being a space where we can discuss culture change including around Equity, Equality, Diversity and Inclusion and Authentic Voice.

All Individuals

Every individual member of The Green House has a responsibility to value EEDI. Good working relations and fair employment practices depend on everyone, and individual attitudes and behaviour are key to promoting EEDI. All individuals will be expected to:

- Co-operate with measures introduced by The Green House that promote EEDI and prohibit discrimination
- Not commit any acts or behave in a manner that would contravene the EEDI Policy.
- Not instruct or influence others (including Clients or Visitors) to practise unlawful discrimination
- Draw the attention of the Senior Leadership Team to suspected incidents of unacceptable behaviour and/or discrimination
- Behave consistently at all times, respecting and promoting the dignity and rights of all.

EEDI within other Staff Policies and Procedures

This policy will remain active through the review of all staff policies and procedures to ensure that they include clear operational guidelines on valuing EEDI. They will cover, but aren't limited to the following:

- Age Equality
- Career progression
- Disability
- Equality Analysis and Impact Assessment



- Harassment and Bullying (or Dignity at Work)
- Health and Well-being
- Learning and Development
- Race Equality
- Recruitment and Selection
- Performance Appraisal
- Partnership Working
- Pregnancy, maternity and parental leave
- Religion and Belief
- Sexual orientation
- Transgender Identity
- Whistle-blowing
- Flexible working and TOIL

The policies also reflect the Protected Characteristics as defined in the Equality Act 2010.

Monitoring

The Green House is committed to ensuring the effectiveness of the EEDI Policy through efficient monitoring in accordance, where appropriate with statutory requirements. In relation to The Green House staff, trustee board, associates and volunteers, the monitoring process will include classification in the areas of age, ethnicity, gender, sexual orientation and disability on the basis of:

- Job applicants, short-listed candidates and successful appointments
- Current employees through annual staff survey and other feedback
- Performance ratings and movement within job levels
- Formal grievance and disciplinary outcomes
- Exit interviews

We will also monitor any feedback from our service delivery projects and partnership working.

The results of monitoring will be reviewed by SLT and the Trustees at regular intervals.

Creating Learning Opportunities for EEDI

The Green House will provide employees and the Trustee Board with the relevant learning opportunities to increase their awareness of EEDI and widen their perspective about difference. We will find innovative ways of learning and create safe spaces to facilitate debates and discussions that move us forward in our thinking and practice.



Training will seek to ensure that those with managerial responsibilities fully understand what is expected of them. In addition, all leaders and managers with authority to recruit will receive Recruitment and Selection training.

The Green House will also ensure that those with designated responsibilities for operating procedures within the codes of practice will receive specialist skills training as necessary.

Handling Complaints

Although we will do our utmost to ensure that individuals within The Green House community feel valued, there will be occasions when complaints will be made, and everyone has the right to have their grievances heard.

Acknowledging the rights of witnesses as well as those on the receiving end of unacceptable behaviour, The Green House will encourage everyone in the organisation to intervene informally and appropriately to maintain an environment where respect and dignity is valued. Interventions and complaints can be made without fear of retribution, and bystander behaviour (intervening to positively influence an outcome) is encouraged. We will also support those who are unaware and have a negative impact on others to modify their behaviour accordingly.

Discrimination and instances of abuse related to any Protected Characteristic may constitute gross misconduct and will be treated as disciplinary offences. Any member of The Green House who has committed an act of unlawful discrimination may be subject to disciplinary action up to and including summary dismissal.

In the event of a formal complaint concerning discrimination arising The Green House's Grievance Procedure will be applied. Complaints with regard to harassment and bullying will be dealt with using The Green House's Dignity at Work Policy.

The Green House will take steps to ensure that any employee who has in good faith complained and/or taken action according to the code of practice will not receive less favourable treatment than any other individual, for example, by being subjected to disciplinary action in connection with their complaint.

