

Back on the Map - Equality and Diversity Policy

Purpose - Back on the Map is committed to advancing equality and diversity within all its activities, and promoting it in the work of others, as we believe this to be ethically right and socially responsible. We aim to create opportunities for everyone living and working in the Back on the Map area regardless of their age, gender, ethnic origin, colour, nationality, faith, family circumstances, disability, sexual orientation, gender reassignment, HIV status, spent convictions, social background or for any other reason. We will;

- Take positive action to create equal opportunities for all in our community
- Provide a working environment and culture which recognises and values differences
- Take positive action, where necessary, to create a more diverse workforce and client group
- Pro-actively tackle discrimination and ensure that no individual or group is discriminated against for any reason

Trustees, directors and staff have a responsibility to be proactive in their approach to equality and diversity, and in tackling unlawful discrimination.

Definition - Equality and Diversity is about accepting and embracing people's differences and creating an environment that people can thrive in. Harnessing differences creates a productive environment in which everyone feels valued, where talents are fully utilised and organisational goals are met. Equality is about treating people fairly and with respect, giving regard for others rights and wishes.

Diversity is simply otherness or those human qualities present in other individuals and groups that are different from each other. Diversity consists of visible and non-visible differences. Diversity encompasses the properties and characteristics of a person. It includes characteristics that are inborn and unchangeable; age; ethnicity, gender, physical abilities/qualities/disabilities, race and sexual orientation, and includes differences that are acquired, and those that may change throughout our lives. Some examples include; educational background, geographic location, income, marital status, parental status, religious beliefs, health and work experience.

Scope - This policy applies to all Back on the Map's clients, employees, funding bodies, partner organisations, contractors, trustees/directors, visitors and volunteers

Policy Statement - Back on the Map is committed to;

- Being an organisation which is inclusive and values difference by seeking to ensure that our services, and those of partners, are relevant and accessible to all.
- Attracting, recruiting, retaining and developing the very best talented people from all sections of the community to contribute at every level.
- Recognising that people from different backgrounds, cultures, skills and experiences can bring new ideas and perceptions that will help increase organisational efficiency and improve our services.
- Creating an environment that upholds the right of everyone to be treated with respect and dignity, creating a totally fear-free culture allowing everyone to work in an environment for growth and personal development.
- Implementing a wide-ranging plan of action to tackle discrimination and to celebrate diversity by working hard to secure a truly inclusive community, creating better relationships in an atmosphere of inclusion by all, for all.

- Ensuring that no-one involved with Back on the Map will receive less favourable treatment because of their age, gender, ethnic origin, colour, nationality, faith, family circumstance, disability, sexual orientation, gender reassignment, HIV status, spent convictions, social background or for any other reason.
- Embracing difference, listening to and meeting the changing needs of its users, staff, volunteers, partners and stakeholders
- Maintaining an ongoing commitment to Equality and Diversity. To ensure that it is integrated into all policies and practises, training and service delivery

All trustees, directors and all staff have a responsibility to be pro-active in promoting diversity and equality, and in tackling unlawful discrimination.

Responsibilities - Trustees and directors are responsible for ensuring that:

- Back on the Map meets its legal obligations in respect of legislation
- The policy and any related action plans, procedures, strategies and arrangements are implemented
- The policy is continuously reviewed and all the staff are provided with, and attend, appropriate training

The Trust Director is responsible for:

- Ensuring the policy and any related procedures, mechanisms and strategies are implemented effectively
- Providing a consistently high profile lead on issues covered by the policy
- Ensuring trustees, directors and staff (paid or otherwise) are aware of their responsibilities and accountabilities under the policy
- Ensuring that appropriate action, under the policy, is taken against anyone who is found to have acted in any way in a discriminatory manner

Managers have responsibility for:

- Upholding and implementing the policy, its related procedures and strategies
- Ensuring staff for whom they are responsible are aware of the policy, their responsibilities and given appropriate training and support
- Taking appropriate action against anyone who discriminates
- Not discriminating if involved in staff recruitment, promotion and/or management
- Delivering services to meet the needs of our diverse customer group

Staff, paid and unpaid, have responsibility for:

- Fostering an environment in which compliance with this policy is regarded as integral to their work
- Striving to create an environment in which individuals goals may be pursued without fear or intimidation
- Not victimising any person who has complained, including complaints of harassment or unfair discrimination, or who has given information in connection with such a complaint
- Being pro-active in their approach to anti-discriminatory practise within the workplace and to respond to situations appropriately; ensuring the Equality and Diversity policy is put into practice and upheld at all times.

Implementation - The Board/s are responsible for providing a forum where policies and action plans on race, religion, disability, gender, sexual orientation, age and widening participation can be developed, progressed and monitored. Appropriate training and

support will be provided and, where necessary, repeated, to ensure successful implementation of the policy.

Communication - The Equality and Diversity Policy is available in hard copy and on the Back on the Map website and is a key part of induction. Training will be provided to trustees, directors and staff (paid and unpaid) to ensure awareness is raised and everyone has a clear understanding of our equality and diversity mission statement and their responsibilities towards this.

Complaints - Any complaint will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate grievance and disciplinary procedure.

Monitoring and Review Process - The policy will be reviewed regularly to ensure it continues to meet the needs of the organisation and the diverse culture in which we operate. The policy is a 'live' document which in itself will grow and change in order for the organisation to consistently meet the policy standards. We are committed to monitoring our trustee, director and staff profile across a range of diversity issues.

This is the end of the Policy

Useful Contacts

<p>Equality and Human Rights Commission Arndale House, Arndale Centre, MANCHESTER M4 3EQ Tel: 0161 829 8100 www.equalityhumanrights.com</p>	<p>COMMISSION FOR RACIAL EQUALITY Elliot House, 10-12 Allington St, LONDON SW1E 5EH E-mail: info@cre.gov.uk www.cre.gov.uk Tel: 020 7828 7022</p>
<p>11 Million Children's Commissioner, 1 London Bridge LONDON SE1 9BG Tel: 0844 800 9113 www.11MILLION.org.uk</p>	<p>Liberty, National Council For Civil Liberties 21 Tabard St, LONDON SE1 4LA E-mail: info@liberty-human-rights.org.uk www.liberty-human-rights.org.uk Tel: 020 7403 3888</p>
<p>FOSTER CARE National Foster Care Association, 87 Blackfriars Road, LONDON SE1 8HA E-mail: nfca@fostercare.org.uk Tel: 020 7620 6400</p>	<p>Citizenship Foundation Ferroners House, Shaftesbury Place, Aldersgate St, LONDON EC2Y 8AA E-mail: info@citfou.org.uk www.citfou.org.uk/ Tel: 020 7367 0500</p>
<p>Amnesty International 99-119 Rosebery Avenue, LONDON EC1R 4RE E-mail: information@amnesty.org.uk www.amnesty.org.uk/ Tel: 020 7814 6200</p>	<p>National Youth Advocacy Service 1 Downham Road South, Heswall, WIRRAL L60 5RG Tel: 0151 342 7852</p>
<p>Article 12 Young Peoples Rights 8 Wakely St, LONDON EC1V 7QE E-mail: info@article12.uk.com www.article12.uk.com/</p>	<p>Campaign For Homosexual Equality PO Box 342, LONDON WC1X ODU Tel: 07702 326 151</p>
<p>British Deaf Association 1-3 Worship St, LONDON EC2A 2AB Tel: 020 7588 3520 www.britishdeafassociation.org.uk/contactho</p>	<p>Terrence Higgins Trust 52 - 54 Grays Inn Road, LONDON WC1X 8JU Tel: 020 7831 0330</p>
<p>Connect Youth International The British Council, 10 Spring Gardens, LONDON SW1A 2BN Tel: 020 7389 4030 www.britishcouncil.org/education/yec</p>	<p>Commonwealth Youth Exchange Council 7 Lion Yard, Tremadoc Road, LONDON SW4 7NQ Tel: 0171 498 6151</p>