



*Definition: A policy sets out the **strategic direction** of the organisation as decided by senior management. A policy will lay out a destination, but won't give any direction on how this is to be executed. For example a policy would contain a statement such as: 'Time and attendance will be tracked for all staff and contractors in a clear and consistent way', but wouldn't give any indication as to how that should be done.*

Policy Name:	Equality, Diversity & Inclusion Policy
Policy Owner:	Joy Doal
Date Created:	28/5/2021
Next Review Date:	29/7/2022

1. Policy Description:

Anawim is an equal opportunity employer and service. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination because of Protected Characteristics as defined by the Equality Act 2010.

We aim to promote equality, diversity and inclusion as an employer and seek to ensure that equality, diversity and inclusion principles underpin all areas of Anawim's work and service provision. We also endeavour to be actively anti-racist and culturally responsive as outlined in Anawim's Anti-Racism Statement.

Anawim acknowledges the value of diversity amongst its staff and volunteers and embrace different life experiences and attributes as a positive contribution to the Charity, which promotes client satisfaction and the reputation of the Charity, increases staff morale and improves efficiency.

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 subject to legislation. Our aim is to take positive steps to redress discrimination, to improve equality of opportunity and to combat any



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unreasonable or unfair treatment which places people at a disadvantage for any reasons not directly related to their ability to do the job or to their eligibility to receive services from us.

2. Purpose of the Policy:

The purpose of this policy is to:-

- Provide equality, fairness and respect in all aspects of employment and service provision, including voluntary roles by being encouraging, open and welcoming.
- Not unlawfully discriminate any protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation as per the Equality Act 2010. We also pledge to not discriminate against those characteristics that are not outlined in the Equality Act 2010 such as child care responsibilities, neurodiversity, mental health or an individual's rights to remain in this country.
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, and training or other developmental opportunities and provision of services.

3. Scope:

Anawim commits to:

- Encourage a diverse organisation where individuals contribute fully, this is good practice, makes business sense and is in line with our ethos and values.



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- Ethical treatment of all people at all times during whilst working for Anawim, extending beyond our legal obligations and in line with the charities ethos to be non judgmental and compassionate.
- Ensure our workforce reflects the diverse community we serve.
- Ensure that our services are promoted within our catchment area so that everyone eligible is encouraged to attend. This will include developing accessible material and cultural competencies within our staff teams.
- Employ the same assessment procedure for all one to one support referrals to ensure that anyone requesting support is dealt with fairly without discrimination.
- Create a working environment free from bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and volunteers are recognised and valued.

This commitment includes training managers and all other employees and volunteers about their rights and responsibilities under the Equality, Diversity & Inclusion policy. These responsibilities include all staff and volunteers conducting themselves in a way to help Anawim provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff and volunteers should understand they, as well as Anawim, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination in the course of their roles against fellow employees, volunteers, service users, clients, customers, suppliers and the public.

- Consider the needs of diverse communities and develop appropriate methods to engage.



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- Ensure our premises are accessible and make all reasonable adjustments to working conditions and/or to the physical working environment to help overcome the practical effects of a disability.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, volunteers, service users, clients, customers, suppliers, visitors, the public and any others in the course of Anawim's work and activities.

Such acts will be dealt with as misconduct under Anawim's grievance and/or disciplinary procedures and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Complaints from people using Anawim's services will be dealt with through our complaints procedure.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic - is a criminal offence.

- Offer opportunities for training, development and progress for all staff and volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the charity.
- Decisions regarding staff will be based on merit and ability to perform the role (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act 2010).
- Consult and evaluate our policies, procedures and practices in line with this policy.



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- Review employment practices and procedures where necessary to ensure fairness, and also update them and the policy in line with legislative changes.
- Offer support which reflects the cultural, physical and psychological needs of each individual.
- Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity and in meeting the aims and commitments set out in the Equality, Diversity & Inclusion policy.

Monitoring will also include assessing how the Equality, Diversity & Inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering taking action to address any issues.

Forms of Discrimination

Race Discrimination

The Equality Act 2010 makes it unlawful to discriminate against a person, directly or indirectly, in the field of employment on the grounds of race, colour, nationality, ethnic or national origins.

The Equality Act 2010 makes post termination race discrimination and harassment unlawful.

Sex Discrimination

The Equality Act 2010 makes it unlawful to discriminate against a person directly or indirectly on the grounds of sex (male or female) or marital status except as provided for in the Act.

Disability Discrimination



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The Equality Act 2010 makes it unlawful for employers to discriminate against disabled employees.

The Act defines disability as a physical or mental impairment which has a substantial and long term (that is lasting or likely to last at least 12 months) adverse effect on a person's ability to carry out normal day-to-day activities.

Age Discrimination

The Equality Act 2010 makes it unlawful to discriminate against a person directly or indirectly on the grounds of their age except as provided for in the Act.

Rehabilitation of Offenders

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent' or ignored, after a 'rehabilitation period'.

Sexual Orientation Discrimination

The Equality Act 2010 prohibits direct or indirect sexual orientation discrimination and defines sexual orientation as orientation towards persons of the same sex, persons of the opposite sex or persons of the same and opposite sex, except as provided for in the Act. An act of discrimination committed after the working relationship has come to an end will be unlawful if it would have been unlawful during the course of the working relationship.

Religion or Belief Discrimination

The Equality Act 2010 prohibits direct and indirect discrimination against a person on the grounds of religion, religious belief, perceived religion or religious belief or similar philosophical belief, except as provided for in the Act.

Partners & Third Party Organisations



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We require that those with whom we work in partnership or who supply us with services have a firm commitment to Equality, Diversity & Inclusion and can demonstrate this. Where services are sub-contracted we require sub-contractors to have written policies in keeping with our policy and legal frameworks.

4. Definitions:

What is unlawful discrimination?

- Direct Discrimination – where someone is treated less favourably than another person because of a protected characteristic.
- Associative discrimination – direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.
- Discrimination by perception – direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.
- Indirect discrimination – occurs where an individual's employment or provision of service is subject to an unjustified provision criterion or practice which e.g. one sex or race or nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.
- Harassment – unwanted conduct related to a relevant Protected Characteristic which as the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. You may complain of such offensive behaviour even if it is not directed towards you personally.
- Victimisation – when an employee, client or service user is treated less favourably because they have made or supported a complaint or raised a grievance about unlawful discrimination or are suspected of doing so.

5. Monitoring and Review:

Ensure staff are trained on Equality & Diversity and Inclusion policy, cultural competencies, diversity awareness and unconscious bias.



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This policy will be reviewed annually.

6. Supervision:

This Equality, Diversity & Inclusion policy is fully supported by Anawim's Senior Management Team and the Anawim Trustees.

Our Grievance and Disciplinary policies and procedures can be found on the Anawim Shared Drive.

This includes with whom an employee should raise a grievance – usually their line manager.

Use of grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Should any employee be found to have acted outside of this policy and discriminated against another member of staff, volunteer, student or client they be subject to disciplinary action in line with the Disciplinary policy mentioned above.

7. Supporting Documentation:

- Grievance and Disciplinary policies
- Anti-Racism Statement

Sign Off:

Name:	Role:	Date:	Version No:
Joy Doal	CEO/Policy Owner	29 th July 2021	V3.0



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