

EQUAL OPPORTUNITIES POLICY

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Equal Opportunities

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THE LONDON INSTITUTE PROPRIETARY INFORMATION

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Change Record

#	Date	Changed by	Comments
1.	1/11/2021	Executive Board	Various modifications made based on The Small Charity Support website and Workable website

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EQUAL OPPORTUNITIES POLICY

1. Introduction¹

The London Institute of Social Studies (The London Institute):

ACCEPTS that in society certain groups or individuals are denied equality on the grounds of race, gender, marital status, caring responsibilities, disability, gender reassignment, age, social class, sexual orientation and religion/belief or any other factor irrelevant to the purpose in view.

WELCOMES the statutory requirements laid down in the Equalities Act 2010 and is committed to complying with the Equalities Act 2010 with such other Acts and statutory requirements furthering equality of opportunity for all as also apply to its charitable activities.

RECOGNISES that it has moral and social responsibilities that go beyond the provisions of the above-mentioned Acts and Regulations and that it should support and contribute to the wider process of change through all aspects of its work and practices in order to eliminate discrimination and promote equality and diversity.

IS COMMITTED to taking positive steps to ensure that:

- all people are treated with dignity and respect, valuing the diversity of all;
- equality of opportunity and diversity is promoted;
- services are accessible, appropriate and delivered fairly to all;
- the mix of its employees, volunteers and management committees reflects, as far as possible, the broad mix of the population of its local community;
- traditionally disadvantaged sections of the community are encouraged to participate in policy decisions about, and the management of the services provided.

It reflects our commitment to ensuring equality and promoting diversity in the workplace. It is the pillar of a healthy and productive workplace. Everyone should feel supported and valued to work productively so we are invested in treating everyone with respect and consideration.

Equal opportunity is for everyone, but it mainly concerns members of underrepresented groups – they're the ones who are traditionally disadvantaged in the workplace. We do not guarantee employment or promotions for people in those groups, but we will treat them fairly and avoid discriminating against them either via conscious or unconscious biases.

2. Abbreviations

The London Institute / Charity / Institute: The London Institute of Social Studies

Board: Trustee Board

¹ This policy has been adapted from:

<https://www.smallcharitysupport.uk/index.php/example-policies>, and

<https://resources.workable.com/equal-opportunity-company-policy?format=pdf>

EQUAL OPPORTUNITIES POLICY

POLICY

This policy applies to all Trustees, staff, volunteers, employees, management committee members, job candidates, contractors, stakeholders, partners, visitors, users and the general public.

Commitment

Equality and diversity are central to the work of The London Institute.

The London Institute will treat all people with dignity and respect, valuing the diversity of all. It will promote equality of opportunity and diversity. It will eliminate all forms of discrimination on race, gender, marital status, caring responsibilities, disability, gender reassignment, age, social class, sexual orientation, religion/ belief, irrelevant offending background or any other factor that is irrelevant to the purpose in view. It will tackle social exclusion, inequality, discrimination, and disadvantage.

For this policy to be successful, it is essential that everyone is committed to and involved in its delivery. The London Institute's goal is to work towards a just society free from discrimination, harassment, and prejudice. The London Institute aims to embed this in all its policies, procedures, day-to-day practices and external relationships.

We built our equal employment opportunity policy around preventive and affirmative actions to ensure fairness in all aspects of employment. These aspects include:

- Hiring
- Training
- Evaluating performance
- Administering compensation and benefits
- Terminating employees

We also want to make sure that equal opportunity applies to other instances. For example, we do not retaliate against employees, and we are committed to preventing and resolving any kind of harassment against our employees, including sexual harassment.

Our HR department is responsible for assessing our institutie's processes and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where their rights are respected.

3. Aims

The London Institute aims to:

- Provide services that are accessible according to need;
- Promote equality of opportunity and diversity in volunteering, employment and development;
- Create effective partnerships with all parts of our community.

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4. Objectives

The London Institute's objective is to realise its standards by:

- Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practices are embedded in our performance to meet the needs of individuals and groups;
- Working together with the community to provide accessible and relevant service provision that responds to service users' needs;
- Ensuring staff, volunteers and trustees are representative of the community served and the employment policies are fair and robust;
- Responding to volunteer's & employees' needs and encouraging their development to increase their contribution to effective service delivery;
- Recognising and valuing the differences and individual contributions that all people make to The London Institute;
- Challenging discrimination;
- Providing fair resource allocation;
- Being accountable.

5. Why have this policy?

The London Institute recognises, respects and values diversity in its Trustees, employees, volunteers and service users.

The London Institute has this policy because it is a people-led organisation that must always ensure it meets the needs of the community through fair and appropriate employment and development of the people who work and volunteer for The London Institute.

PROCEDURES

6. Responsibility for Implementation

This policy covers the behaviour of all people employed or volunteering in The London Institute or using the services and sets out the way they can expect to be treated in turn by The London Institute. The overall responsibility for ensuring adherence to and implementation of this policy lies with the Trustees, staff and the management committee.

7. Method of Implementation

The London Institute intends to implement this policy by:

- Ensuring that it is a condition of paid employment in The London Institute;
- Ensuring that Trustees, Management committee, volunteers and users are made aware, understand, agree with, and are willing to implement, this policy. All staff and volunteers will be given a copy of this policy as part of their induction;
- Actively encouraging Trustees, staff, management committee and volunteers to participate in anti-discriminatory training, and making time and resources available for such training;

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- Monitoring the services, publicity and events provided by The London Institute, to ensure that they are accessible to all sections of the population and do not discriminate, and taking active steps to ensure that participation is representative.

To promote equal opportunity, we first ensure we follow EEOC regulations and EEO laws that apply to each part of our institute.

We will also take additional actions to promote fairness and diversity as part of our equal employment opportunity policy. We will:

- Use inclusive language in all signs, documents and webpages.
- Modify available structures and facilities to accommodate people with disabilities.
- Provide parental leave and flexible work arrangement policies.
- Hire, train and evaluate employees through job-related criteria.
- Allow employees to take religious or national holidays that are not included in our institute's official schedule.
- Train employees on communication and diversity.
- Implement open-door practices so employees can report discrimination more easily.

8. Monitoring and Reviewing

The London Institute has declared its commitment to establishing, developing, implementing and reviewing a policy of equality of opportunity. Effective record-keeping and monitoring, and acting on information gathered, are essential in order to measure effectiveness and plan progress. The management committee will review the policy annually.

9. Data protection and confidentiality

The London Institute complies with the Data Protection Act 1998 and applies strict confidentiality.

THE LONDON INSTITUTE

is an equal opportunity institution. It does not discriminate against any member of its community based on gender, race, nationality, ancestry, creed, marital or parental status, or physical, mental, emotional, or learning disabilities in its educational programmes and activities.

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