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| PARISH LOGO | PARISH NAME  EQUAL OPPORTUNITY POLICY  AND  POSITIVE WORKING ENVIRONMENT POLICY |

1. Equal Opportunity Policy
   1. The DBF is committed to the principle of equal opportunity in employment and recruitment. It is both lawful and scriptural to treat everyone equally.
   2. Accordingly, management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment because of a protected characteristic i.e. race, colour, nationality, ethnic or national origin, religion or belief, disability, sex, sexual orientation, pregnancy and maternity, gender reassignment, marriage/civil partnership, age,(the Protected Characteristics). Part-time or fixed-term employees are treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified. The Parish’s objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.
   3. **Occupational Requirement -** Schedule 9 part 1 of the Equality Act 2010 (previously known as genuine occupational requirement) - in limited circumstances, the PARISH can directly discriminate against an individual for a reason related to any of the protect characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and be a proportionate means of achieving a legitimate aim.
   4. You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with employees, customers, suppliers or other work-related contacts), and on work-related training, trips or events including social events.
   5. The following forms of discrimination are prohibited under this policy and are unlawful:
      1. Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be a member of the LGBTQIA+ community.
      2. Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
      3. Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them (for more information, see the Positive Working Policy).
      4. Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
      5. Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.
   6. Management has the primary responsibility for successfully meeting these objectives by:
      1. Not discriminating in the course of employment against employees or job applicants.
      2. Not inducing or attempting to induce others to practise unlawful discrimination; and
      3. Bringing to the attention of employees that they will be subject to action under the Disciplinary Procedure for discrimination of any kind.
   7. You can contribute by:
      1. Not discriminating against fellow employees, customers, suppliers or members of the public with whom you come into contact during the course of your duties.
      2. Not inducing or attempting to induce others to practise unlawful discrimination.
      3. Reporting any discriminatory action to the NAMED PERSON.
   8. The successful achievement of these objectives necessitates a contribution from everyone, and you have an obligation to report any act of discrimination known to you.
   9. If you consider that you are a victim of unlawful discrimination you may raise the issue through the Grievance Procedure.
   10. We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal. PARISH NAME has a zero-tolerance policy for anyone engaging in discrimination, harassment or victimisation.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

1. Positive Working Environment Policy

Statement of the policy

* 1. PARISH NAME is committed to creating a harmonious working environment, which is free from harassment and bullying and in which every employee is treated with respect and dignity. We are called, first and foremost, as brothers and sisters in Christ, to love one another, regardless of differences in diversity, opinion or theology:
  2. feel apprehensive because of their religion or belief, gender, marital/civil partnership status, sexual orientation, race, age, disability (Protected Characteristics) or as a result of being subject to any inappropriate behaviour.
  3. Harassment and bullying are unacceptable behaviour at work and will be treated as misconduct, which may include gross misconduct warranting dismissal. All employees must comply with this policy.
  4. PARISH NAME has a zero-tolerance policy for anyone engaging in discrimination, harassment or victimisation.

Definition of harassment

* 1. Harassment is unwanted conduct that relates to a Protected Characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. It should be noted that, it is the impact of the behaviour which is relevant and not the motive or intent behind it.
  2. Sexual harassment is unlawful. It is any unwanted behaviour of a sexual nature which makes you feel uncomfortable, humiliated, distressed, degraded or intimidated. You don’t need to have objected to this behaviour in the past for it to be unwanted. Sexual harassment can take the form of serious assault, staring/leering, to verbal/written comments/jokes, and doesn’t have to be directed at you for it to be offensive (for example, male colleagues are making jokes about women or vice versa – this is still included in the definition of sexual harassment).
  3. Harassment may take many forms. It can range from extreme forms such as violence to less obvious actions such as persistently ignoring someone at work. The following, though not an exhaustive list, may constitute harassment:
     1. Physical contact ranging from touching to serious assault.
     2. Verbal and written harassment through jokes, offensive language, gossip and slander, letters.
     3. Isolation or non-cooperation at work, exclusion from social activities.
     4. Intrusion by pestering, spying, following etc.

Definition of workplace bullying

* 1. Workplace bullying is repeated inappropriate, offensive behaviour, which is often an abuse of power or position. It can be direct or indirect, either verbal, physical, via social media channels or otherwise, conducted by one or more persons against another or others, at the place of work and/or during the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work.
  2. If you feel you have been impacted by behaviour as described above please follow the procedure below. The following paragraph lists some behaviours that can directly or indirectly affect people and will be investigated if concerns are raised through our Grievance Procedure.
  3. The following examples may constitute bullying:
     1. Threats, abuse, teasing, and practical jokes.
     2. Malicious Gossip, which is defined as gossip that whether intentionally or unintentionally;
        1. disrupts the workplace and the business of work,
        2. hurts employees’ feelings,
        3. damages interpersonal relationships, or
        4. injures employee motivation and morale. Humiliation and ridicule either in private, at meetings or in front of customers/clients or other employees.
     3. Name calling, insults, devaluing with reference to physical appearance or a protected characteristic.
     4. Setting impossible deadlines.
     5. Imposing excessive workloads.
     6. Making unjustified criticisms.
     7. Excessive monitoring.
     8. Removing responsibilities.
     9. Allocating menial and pointless tasks.
     10. Withholding information.
     11. Refusing requests for leave, holiday or training

Your responsibilities

* 1. All employees have a responsibility to help create and maintain a working environment that respects the dignity of employees. You should be aware of the serious and genuine problems, which harassment and bullying can cause. Your responsibility as an employee is to follow the five key points below:
     1. **Understand** 
        1. Become familiar with the Equal opportunity and positive working policies.
        2. Think about your own views and behaviours surrounding discrimination, harassment and victimisation and ensure that your behaviour is in line with the policy’s expectations and requirements.
     2. **Observe** 
        1. Be aware and conscious of how you behave at work and be sensitive to other employees.
        2. Be aware of both subtle and obvious forms of discrimination, harassment or victimisation by other employees.
        3. Discourage any behaviours you see that constitute discrimination, harassment or victimisation.
     3. **Examine**
        1. Pay attention to any behaviours that you feel could be discriminatory, or constitute harassment or victimisation, and how others react to it. Ask yourself if your own physical behaviours and or verbal/written behaviours are making people feel uncomfortable and/or negatively affecting their work.
        2. Don’t take it lightly. If you feel this is being done to you, or to someone else, then you must report it, or encourage them to report it. This could be happening to another colleague too, who is too frightened to report it.
     4. **Confront** 
        1. You should confront the person who is exhibiting these behaviours and tell them that you find their behaviour offensive and let them know how it affects you. You should be specific about which behaviours are a problem, as they may be unaware how it impacts on others.
        2. You should write down the date and time that you confronted the person and a detailed description about what was said. If the behaviours do not improve then you will need this information to report it to a trusted Manager.
     5. **Support** 
        1. Be supportive to the person who is being discriminated against, harassed or victimised, and encourage them to report it to a trusted Manager, then support them through the process.

Manager’s responsibility

* 1. Managers and supervisors have a responsibility to ensure that harassment or bullying does not occur in work areas for which they are responsible.
  2. Managers also have a responsibility to explain the Parish's policy to their staff and take steps to promote it positively. They will be responsive and supportive to any member of staff who makes a complaint, provide full and clear advice on the procedure to be adopted, maintain confidentiality in all cases and ensure that there is no further problem or any victimisation after a complaint has been resolved.

Procedure for dealing with alleged harassment or bullying

* 1. If you believe that you have been the subject of harassment or bullying, you should, if it is appropriate to do so, in the first instance, ask the person responsible to stop the behaviour, as it is unacceptable to you. Person to person reproof at an early stage will often be sufficient to stop the behaviour.
  2. If the behaviour continues, or it is not appropriate to speak to the person directly in the first instance, then you should report the incident to a Manager or Supervisor, or another trusted colleague as soon as possible to enable them to deal with the matter.

You should put this in writing and give a copy to the person you have reported this to and retain a copy for yourself. You should also keep a diary with dates and the incidents that have occurred.

* 1. In the case of sexual harassment, the following are also criminal offenses:
     1. Sexual assault, including rape
     2. Indecent exposure
     3. Stalking
     4. Offensive communications

If you are physically attacked, you should contact the Police, and a trusted Manager, who will liaise closely with the Police. (Under the Equality Act 2010, you are protected whether you object or submit to the harassment).

* 1. If you decide to make a formal complaint you should do so through the Grievance Procedure as soon as possible after the incident has occurred. All complaints will be handled in a timely and confidential manner. You will be guaranteed a fair and impartial hearing and the matter will be investigated thoroughly. If the investigation reveals that your complaint is valid, prompt attention and action designed to stop the behaviour immediately and prevent its recurrence will be taken.
  2. The consequences for engaging in discrimination, harassment or victimisation are as follows:
     1. Disciplinary action in line with the disciplinary procedure, which may include written warnings and/or dismissal.
     2. Relocation. In such circumstances, if relocation proves necessary, every effort will be made to relocate the harasser or bully rather than you as the victim; however, the PARISH will endeavour to relocate you if this is your preference.
  3. You will be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. We have a zero-tolerance policy where victimisation occurs as a result of making a complaint.
  4. Retaliating against an employee for complaining about harassment or bullying is a disciplinary offence. This includes gossiping and any other defamatory actions.
  5. There are many people/organisations who can offer you support if you feel you are the victim of discrimination, harassment (including sexual harassment), or victimisation. They are:
     1. Your HR team/ A trusted Manager
     2. Citizens advice bureau – [Click this link to find your local citizens advice bureau](https://www.citizensadvice.org.uk/about-us/contact-us/contact-us/search-for-your-local-citizens-advice/?q=Coventry&c=HOME-BUREAU)
     3. The ACAS helpline – 0845 747 4747
     4. If you have been sexually assaulted, you can contact:

The Police - The DBF will work closely with the Police in this instance

NHS Direct – 0845 46 47

Victim Support, Support Line – 0845 30 30 900

Survivors UK – 0845 122 1201

Women’s Aid Federation – 08457 023 047

Whilst this procedure is designed to assist genuine victims of harassment or bullying, you should be aware that if you raise complaints, which are proven to be deliberately vexatious, you will become subject to proceedings under the Disciplinary Procedure.