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## **DHEF Equal Opportunities and Diversity Policy**

### **1. Policy Statement**

Dawcliffe Hall Educational Foundation (DHEF) ("the Charity") is committed to achieving a working environment for our employees and volunteers which provides equality of opportunity and freedom from unlawful discrimination. DHEF strives to be an equal opportunities employer and to be non-discriminatory and inclusive in all its practices and services. This Policy aims to encourage full contribution from its diverse community. DHEF is committed to actively opposing all forms of discrimination.

DHEF believes that all employees and volunteers are entitled to be treated with respect and dignity. DHEF will ensure that this policy is known and followed by everyone in the organisation and as such all employees will be given equal opportunities for development and training purposes so that they may progress within the organisation.

Any and all personal data used in connection with this Policy shall be collected, held, and processed in accordance with DHEF's Data Protection Policy.

### **2. Employers Responsibility**

The responsibility for implementing this policy lies with the DHEF trustees. The DHEF executive team is responsible for the overall training needs related to this policy within the organisation. It is essential that all those involved in the recruitment process, in particular interviewing, understand the importance of following this policy. Training will be provided to ensure these procedures are understood and followed.

### **3. Objectives of this Policy**

- To prevent, reduce and stop all forms of unlawful discrimination in line with the Equality Act 2010.
- To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, qualifications, experience, skills and productivity.

### **4. Definition of Discrimination**

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances. Discrimination may be direct or indirect, and includes discrimination by perception and association.

## **5. Types of Discrimination**

### **Direct Discrimination**

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, creed, colour, ethnic origin, sexual orientation, marital status, disability or age.

### **Indirect Discrimination**

This is the application of a policy, criterion or practice which the employer applies to all employees but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- The employer cannot justify the need for the application of the policy on a neutral basis; and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

### **Harassment**

This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

### **Victimisation**

This occurs when a person is treated less favourably because they have brought or intend to bring proceedings or they have given or intend to give evidence.

## **6. Positive Action in Recruitment**

Under the Equality Act 2010, positive action in recruitment and promotion applies as of 6 April 2011. 'Positive action' means the steps that DHEF can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within DHEF.

If DHEF chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

## **7. Recruitment, Selection and Promotion**

DHEF's intention in respect of recruitment, selection and promotion is to appoint the most able candidate for each job regardless of that person's age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

In order to ensure that this intention is realised, the requirements of each job are identified and all candidates assessed against the same criteria at each stage of the selection process to ensure that fairness and consistency are achieved throughout. Similarly, all candidates for promotion possessing appropriate skills, knowledge and experience are given the same degree of consideration. Employee appraisals are concerned only with the assessment of actual performance in the job.

DHEF will also look to adopt the following recruitment principles:

- All job descriptions will be written and reviewed to ensure that they are in line with the DHEF policy on Equal Opportunities and that they reflect accurately the requirements set out in the Personal Specification.
- All job advertisements, both internal and external, shall include the statement “DHEF is an Equal Opportunities employer”.
- When advertising posts, DHEF will not discriminate directly or indirectly, by including any requirements or criteria which are unnecessary to the post and which might exclude applicants.
- Job advertisements will not necessarily be limited to a single method and posts will not be advertised in such way as would effectively exclude minority and/or disadvantaged groups.
- DHEF will make an effort to advertise in the minority press and in local free papers and with local community and voluntary organisations by the appropriate means.
- Short-listing and interviewing will be carried out by more than one person and will be done according to the Personal Specifications.
- When a job involves irregular or unsociable hours or travel, the full facts should be stated in the job description and other recruitment literature.
- Interview questions will be related to the requirements and circumstances of the job.
- All applicants will be given equal consideration for appointments. Criteria for short-listing will be clearly established and applied to all candidates.
- Relevant recruitment records will be kept to enable accurate and appropriate analysis of Equal Opportunities by the DHEF executive team.
- Information necessary for HR records will only be kept after the job offer has been made.

## **8. Monitoring**

DHEF will monitor, at regular intervals, the effectiveness of this policy to ensure the implementation of this policy.

5.1 The criteria that DHEF will adopt for monitoring its Equal Opportunities policy are as follows:

- A) Are women, black people, disabled people and other minority groups applying for posts?
- B) Are women, black people, disabled people and others being short-listed?
- C) Are women, black people, disabled people and others being appointed?

5.2 Monitoring of the Equal Opportunities policy will be based on a system of keeping records. The information on an individual’s ethnic origin, sex, disability and/or marital status is collected for the sole purpose of monitoring the Equal Opportunities policy and will be protected from misuse.

5.3 The results of the monitoring will be reviewed at regular intervals to ascertain the effectiveness of the implementation of the Equal Opportunities policy.

5.4 The system of race classification adopted by DHEF is in accordance with Local Authority requirements.

5.5 Classification will also be by self-classification. The question will be “How would you describe your race or ethnic origin?”

## **9. Reasonable Adjustments**

DHEF has a duty to make reasonable adjustments to facilitate the employment of a disabled person.

If an employee has a disability and feels that any such adjustments could be made by DHEF, they should contact the Designated Officer.

## **10. Responsibility for the Implementation of this Policy**

All employees and volunteers of DHEF are required to act in a way that does not subject anyone to direct or indirect discrimination, harassment or victimisation on the grounds of their race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

The co-operation of all employees and volunteers is essential for the success of this Policy. Senior employees are expected to follow this Policy and to try to ensure that all employees and volunteers do the same.

DHEF takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.

## **11. Acting on Discriminatory Behaviour**

In the event that an employee, volunteer or donor is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to the DHEF handbook on disciplinary and grievance procedures.

## **12. Advice and Support on Discrimination**

Employees and volunteers may contact the following companies/commissions for further advice. Other contacts include:

### **Equality and Human Rights Commission**

#### *Manchester*

Arndale House  
The Arndale Centre  
Manchester  
M4 3AQ  
Telephone: 0161 829 8100

#### *London*

Third floor  
Windsor House  
50 Victoria Street  
London SW1H 0TL  
Telephone: 020 7832 7800

#### *Cardiff*

Companies House (1st Floor)  
Crown Way  
Cardiff CF14 3UZ  
Telephone: 02920 447710

#### *Glasgow*

1st Floor  
100 Bothwell Street  
Glasgow G2 7DA  
Telephone: 0141 228 5910

#### *Helpline Telephone Number:*

Phone: 0808 800 0082

Textphone: 0808 800 0084

Website: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

**Citizens Advice Bureau**

Website: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

Adviceline (England): 0800 144 8848

Advicelink (Wales): 0800 702 2020

Relay UK - if you can't hear or speak on the phone, you can type what you want to say: 18001 then 0800 144 8884

**Community Legal Services Direct**

Telephone: 0845 345 4 345

Website: [www.clsdirect.uk](http://www.clsdirect.uk)

**13. The Extent of the Policy**

DHEF seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees and volunteers.

This Policy does not form a part of any employment contract with any employee or volunteer and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with DHEF.

DHEF reserves the right to amend and update this Policy at any time.

**This policy has been approved by DHEF trustees on 23.2.2023**