



Equality and Diversity Policy

Aim of this Policy

The aim of this policy is for the Doorstep Library (DL) to achieve equal opportunities in employment and the service it provides. The DL oppose all forms of unlawful and unfair discrimination.

Who is covered by this policy?

This policy applies to all employees, trustees, volunteers of the DL.

Our Commitment

We are committed to providing equal opportunities in employment and to avoiding unlawful discrimination. Our aim is that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect. We have a separate anti-harassment and bullying policy, which deals with these issues.

All employees, trustees and volunteers will be encouraged and supported to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

The Law

It is unlawful to discriminate directly indirectly in recruitment or employment because of a 'protected characteristic'. The Equality Act 2010 defines protected characteristics as being age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

It is also unlawful to discriminate against or harass a member of the public or beneficiaries in the provision of services or goods or to fail to make reasonable adjustments to overcome barriers to using services caused by disability.

Equal Opportunities in Employment

The DL will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy. Job descriptions will avoid any unnecessary requirements (those unrelated to effective performance) that may otherwise have deterred applicants. We will base decisions on objective criteria. We will consider making reasonable adjustments in recruitment as well as in day-to-day employment.



Beneficiaries, Suppliers and Others

We will not discriminate unlawfully against beneficiaries using or seeking to use the services we provide. If you are bullied or harassed by a beneficiary, supplier, contractor, visitor or others, or if you witness someone else being bullied or harassed, you are asked to report this to your line manager who will take appropriate action

Responsibilities

All employees, trustees and volunteers are responsible for supporting the DL in meeting its commitment and avoiding unlawful discrimination. If you believe that you have been discriminated against you should report this to your line manager or the Director under the grievance procedure. We take any complaint seriously and you will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

If you witness what you believe to be discrimination you should report this to your line manager or the Director as soon as possible.

Acts of discrimination, harassment, bullying or victimisation against employees, trustees, volunteers or beneficiaries are disciplinary offences and will be dealt with under our disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.