



Equal Opportunities and Diversity Policy

This policy outlines the Creating Space for You (CIC) equal opportunities and diversity approach which details how the organisation will achieve a working and learning environment which is inclusive and maximises the potential of all staff, volunteers, clients and candidates. Equality is at the heart of the organisation's vision and values.

What you can expect from us

Creating Space for You (CIC) confirms its commitment to a comprehensive policy of equal opportunities in employment and for our clients and candidates. Individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the organisation. The aim of the policy is to ensure that no job applicant or employee, clients or candidates, or prospective clients or candidates, should receive less favourable treatment on any grounds which are not relevant to good employment practice for staff or to academic ability and attainment for candidates. The organisation is committed to a programme of action to make the policy fully effective.

Equal Opportunities Policy

Given Creating Space for You (CIC)'s intent to be an equality and diversity organisation, this means that it will:

- a) Ensure equal opportunity and treatment for all persons in the provision of employment for staff, volunteers and achievement for clients and candidates.
- b) Ensure that no person applying for employment or for admission as a candidate to the organisation will be treated less favourably in the grounds of their sex, race, class, colour, racial group, ethnicity, nationality, national origin, marital status, sexual orientation, age, gender role and gender identity, trade union membership or otherwise, religion or belief or physical or mental disability.
- c) Actively assist groups that experience disadvantage in education and employment to benefit from accessing our services.
- d) Seek to identify the needs of groups that experience disadvantage in employment and education in achieving an inclusive working and learning environment and in achieving the equal opportunities policy.
- e) Seek to employ groups that are underrepresented within its staff base. Selection procedures and criteria will ensure that staff are selected and promoted on the basis of their relevant merits and procedures will be monitored and regularly reviewed. Where necessary, Creating Space for You (CIC) will provide staff with particular training to facilitate them to apply to promotion.
- f) Actively seek to widen participation to enable candidates that do not traditionally participate in Higher Education to do so.
- g) Ensure that admission procedures select candidates fairly and appropriately according to their experience and academic ability and that the procedure is monitored and regularly reviewed. We will review alternative evidence of appropriate experience and capability where individuals lack the academic qualifications in line with the relevant qualification requirements.



- h) Actively pursue its commitment to equality and diversity in hiring contractors and other bodies to work in the organisation.
- i) Actively pursue its commitment to equality and diversity in the composition of its management committee.

What we expect from you

Whilst the responsibility for ensuring that Creating Space for You (CIC) is a true equal opportunities and diversity organisation rests mainly with management of the organisation, individuals at all levels and including volunteers, clients and candidates have certain responsibilities.

Good relations and practice and the achievement of an inclusive community depend on all individuals treating others with respect and dignity. The activities and actions of all are of crucial importance, therefore, all staff, volunteers and students are expected to:

- a) Cooperate with measures introduced to advance equality and diversity and eliminate discrimination.
- b) Treat all in a fair and non-discriminatory way, respecting differences.
- c) Not discriminate as managers, or in other positions where they might have power over others.
- d) Not incite or attempt to induce others to behave in discriminatory ways.
- e) Not victimise or attempt to victimise anyone who has made complaints of discrimination or provided information on discrimination.
- f) Not harass, abuse or intimidate others on account of sex, racial group, ethnicity, nationality, national origin, colour, sexual orientation, gender dysphoria, religion or belief, disability (mental or physical), class or age, for example in attempts to discourage them for applying for vacancies or admission to the organisation.
- g) Inform an appropriate person if they feel a form of discrimination is taking place.
- h) Take appropriate action where they are informed that an act or acts of discrimination have occurred.
- i) Members of the organisation, contractors and visitors who act in ways that breach this policy may be subjected to the appropriate disciplinary procedure and contractors removed from the organisation.

Monitoring

It is Creating Space For You (CIC)'s policy to monitor equality and diversity across all aspects of its activity. This includes:

- a) The admission and recruitment of staff, volunteers, clients and candidates.
- b) The progression and achievement of staff, volunteers clients and candidates.
- c) The number and nature of formal harassment complaints, grievances and disciplinaries.
- d) The leaving rates of staff, volunteers, clients and candidates.

Monitoring in this way will discover whether particular groups experience disadvantage and if they receive fair and equitable treatment in relation to their employment or educational experience.

Where unfair practices are discovered through the monitoring necessary action will be taken to remedy the disadvantage.



Procedures to Complain

Complaints of discrimination can be made in a variety of ways and it is anticipated that all individuals will try to resolve matters internally wherever possible. Specific policies that enable individuals to complain of unequal treatment are:

- Complaints Procedures (staff, volunteers, clients and candidates)
- Appeals Procedure for Candidates (candidates)

Individuals may also raise complaints with the Centre Co-ordinator as appropriate.

Responsible Officers for the Achievement of this Policy

The Centre Co-ordinator has ultimate responsibility for the equality and diversity policy of the organisation.

Definitions

Creating Space for You (CIC) acknowledges that there are many definitions of inequality, however, for the purposes of this policy, the company adopts the four definitions given in employment legislation. These are:

Direct Discrimination

Direct discrimination occurs when a person is treated less favourably than another (in the same circumstances) on the grounds of race, gender, marital status, sexual orientation, disability (physical and mental), class, age or religion.

Indirect Discrimination

Indirect discrimination means applying a condition, requirement or practice which affects one group considerably more than another and which cannot be justified.

Harassment

Harassment occurs when person A subjects person B to unwanted conduct on the grounds of race or ethnic or national origin that has the purpose, or effect of, violating B's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for person B.

Victimisation

Victimisation occurs where an individual is treated less favourably as a result of making a complaint of discrimination under this policy.

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