



Policy: Equality, Diversity & Inclusion Policy

Business Function: All functions across Nicodemus (Staff & Beneficiaries)

Version Date: April 2022

Authorised by: Board of Trustees

Introduction

Nicodemus is a Christian charity committed to investing in young people, with a vision to support development of themselves, their country and their world. The support given by Nicodemus is **unconditional**. Nicodemus is committed to social justice and actively opposed to discrimination in society.

Nicodemus seeks to provide services on a fair and equitable basis, taking into account only the needs of people referred. No person requiring services from Nicodemus will be treated less favorably than any other person on any grounds.

Policy

We recognise our responsibilities under the Equality Act 2010, and are committed to meeting them. We believe that a culture that embraces equality and values diversity will help us to ensure that everyone feels involved and included in our plans, programmes and activities.

Although there may be circumstances justifying different treatment, which are not unlawful (for example to comply with a genuine occupational requirement for a position), **Nicodemus will not tolerate unlawful discrimination and/or harassment on the grounds of age, disability, gender reassignment, income, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation**. Any form of discrimination, other than where legally allowed within the Employment Equality (Religion or Belief) Regulations 2003, is unacceptable to Nicodemus.

Nicodemus aim to create an environment which respects and welcomes everyone, and in which no form of bullying, harassment, disrespectful or discriminatory behavior is tolerated by anyone towards anyone. This particularly applies in relation to the 'protected characteristics' named in the Equality Act 2010 and as listed above.

Nicodemus is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that the charity will have representation from different sections of society with any employees and volunteers feeling respected and able to give of their best.

Founded on Christian values and belief, Nicodemus has adopted a Statement of Christian Ethos. This ethos statement sets out a number of principles that guide the work of the charity. Accordingly, as a Christian charity, there are posts which can only be filled by Christians. The nature of these posts or the context in which they are carried and their link to the ethos of the charity give rise to a genuine occupational requirement (GOR) for the post-holders to be Christians. All staff in these posts are required to demonstrate a clear, personal commitment to the Christian faith.

In the light of our Christian ethos and purpose, we reserve the right to recruit Christians where there is a genuine occupational requirement (GOR) to do so.

Where staff are employed Nicodemus will strive to:

- Ensure employees are recruited on the basis of ability and other objective relevant criteria.
- Work towards ensuring its workforce represents a range of different perspectives and diversity in society while upholding the Christian values and ethos of the Charity.
- Ensure that it communicates job opportunities in such a way that it does not discriminate against, or discourage applications from different sections of the community.
- Ensure that all involved in the recruitment and selection process are aware of this Equality, Diversity & Inclusion Policy and the Christian ethos statement and seek to apply the guidance.
- Use appropriate legislation as a framework for action to support the recruitment process in a positive way.

- Offer fair terms and conditions of employment to employees.

All job vacancies shall be advertised either internally, externally or both. Where a short term temporary (less than 6 months) appointment is needed to maintain a service, appointments may be made without advertising.

Nicodemus aims to ensure that people with disabilities are given equal opportunity to enter employment. In doing so, it will fully consider reasonable adjustments to working practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, when staff members become disabled in the course of their employment every effort will be made through reasonable adjustment, retraining or redeployment to enable them to remain in the employment.

Implementation

The overall responsibility for ensuring effective implementation of Nicodemus Equality, Diversity & Inclusion Policy is assigned to the Trustee Board, This responsibility includes ensuring that all employees and workers are notified of the details of this policy and are aware of its implications through the provision of appropriate training and or briefing.

All Line Managers are responsible for the day-to-day implementation of the Organisation's Equal Opportunity Policy however; all staff members and volunteers also have a personal responsibility to adhere to the policy and ensuring that equality of opportunity is consistently provided in all of Nicodemus practices and activities.

Training and organisational development

Nicodemus will:

- Seek to ensure employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational and individual needs.
- Ensure that vacancies are open to existing staff
- Develop and promote individuals on the basis of merit and ability as positions arise through our defined recruitment process.

Nicodemus will seek to work with staff, volunteers and beneficiaries to ensure that they understand the diversity of cultures and values within our community and by so doing enable all sections of the community to feel welcome.

All staff and volunteers shall be made aware of the Equality, Diversity & Inclusion Policy at the beginning of their involvement with the charity. A definitive copy of the Equality, Diversity & Inclusion Policy shall be made available to all staff and volunteers via shared online folders (Sharepoint).

Discipline and Grievances

All employees should be aware that whilst an employer can be held liable in law for acts of discrimination committed by employees, employees too can be held personally liable in law for acts of discrimination which they commit, authorise, contribute to, or condone in relation to other employees, workers and members of the public.

Employees should be aware that breaches of the Nicodemus Equality, Diversity & Inclusion Policy will be dealt with through the organisation's Disciplinary and Grievance policy.

Should an employee have an issue or concern in relation to the Equality, Diversity & Inclusion Policy, then they should follow the Nicodemus Disciplinary and Grievance policy.