

WFMA Equality, Diversity and Inclusion Policy

Waltham Forest Migrant Action is committed to encouraging equality, diversity and inclusion among our staff, trustees and volunteers, and eliminating unlawful discrimination.

The aim is for our organisation to be truly representative of all sections of society and of the visitors we support, and for each employee and volunteer to feel respected and able to give their best.

The organisation, in all it does, is also committed to tackling unlawful discrimination against our visitors and the local community in all its diversity.

As a charity that provides advice and support to migrants and refugees - who face myriad forms of discrimination in society - equality, diversity and inclusion is at the core of who we are and what we do.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment (whether temporary, part-time or full-time) and in voluntary roles.

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including colour, nationality, and ethnic or national origin);
- religion or belief;
- sex;
- sexual orientation.

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits;
- terms and conditions of employment;
- dealing with grievances and discipline;
- dismissal;
- redundancy;
- leave for parents;
- requests for flexible working;

- selection for employment, promotion, training or other developmental opportunities.

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace and in the provision of our services as this will help Waltham Forest Migrant Action become a more inclusive organisation and workplace where people from a diverse range of identities, ethnicities and cultures feel inspired and supported to achieve their best work.

2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training employees, trustees and volunteers about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include conducting themselves to help the organisation provide equal opportunities and prevent bullying, harassment, victimisation and unlawful discrimination.

All employees, trustees and volunteers should understand that they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their work for Waltham Forest Migrant Action, against fellow employees, trustees, volunteers, or our visitors.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, volunteers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff and volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Make decisions concerning staff and volunteers based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment and recruitment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of staff, trustees and volunteers regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by the charity's trustees.

Reviewed

19 November 2023

Named trustee

Helen Taylor