



# Racial Harassment Forum Brighton & Hove RHF

## Diversity and Equal Opportunities Policy

### Contact Details:

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### Address:

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### A) POLICY STATEMENT

1. We recognise that certain individuals and groups in society suffer discrimination on the grounds of **age, sex, sexual orientation, race or colour, ethnic or national origin, religious belief, gender and gender reassignment, disability, marriage and civil partnership, pregnancy and maternity.**
2. We will seek to ensure that we do not engage in direct or indirect discrimination on the grounds above.
3. We will seek to ensure that our services and resources are relevant to all forum members, communities, groups and service users.
4. The aim of the policy is to ensure no job applicant, employee worker, volunteer or forum member is discriminated against either directly or indirectly on the grounds above.
5. The Executive Committee and assigned staff member have primary responsibility for ensuring equal opportunities in service delivery and employment practice.
6. All employees, workers and volunteers must adhere to this policy in the course of their work, monitor it on a day-to-day basis and report on its operation to the Trustee Board.

### B) EMPLOYER'S RESPONSIBILITIES

We will:

1. Communicate the policy to all staff, volunteers and members of subcommittees through the use of handbooks, policies, notice boards, circulars, written

notification to individual employees and other methods of communication as appropriate.

2. Discuss and where appropriate, agree with employee representatives any proposed changes in the policy's contents and implementation.
3. Make it known to all job applicants and where appropriate to all users of our services.
4. Ensure that disciplinary and grievance procedures incorporate principles of equal opportunity and non-discrimination.
5. Regularly examine existing procedures and criteria, including recruitment practices, terms and conditions of employment and change them where they are actually or potentially discriminatory.
6. Ensure that the organisation is kept up to date and within the law.
7. Provide training and guidance to enable staff to carry out the policy and provide specific training for relevant decision makers, including members of the Board of Trustees where appropriate.
8. Regularly monitor the application of the policy.
9. Make reports annually on progress in implementing the policy and on any necessary changes.

### **C) RECRUITMENT AND SELECTION**

1. We will endeavor through appropriate training to ensure that panel members making selection and recruitment decisions do not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be in line with our diversity and equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources, which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All panel members involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. More than one person will carry out short listing and interviewing.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid

test of the standard of English required for the safe and effective performance of the job.

11. Selection decisions will not be influenced by any perceived prejudices of other staff, EC members and RHF.

#### **D) SERVICE PROVISION**

1. We will work actively towards ensuring that our services and resources are relevant to all forum members and service users. We will examine each area of work to determine whether:
  - The service is offered in an accessible and relevant way.
  - Alternative methods would be more appropriate.
  - Additional services should be developed.
  - There are any practices/procedures, which are discriminatory.
2. All written resources for groups and individuals produced by RHF will reflect the diverse community we work with and therefore stereotyped images of particular groups will not be reinforced. All employees, workers, members and volunteers must ensure that their work reflects these principles.
3. Users must have easy access to information about RHF's services which may involve making materials available where appropriate in a variety of media, e.g. in large print, electronically or in a different language. In particular, all printed materials will be in a minimum of 12 pt type and plain English.
4. It is also recognised that RHF will not be able to meet all the demands made upon its services. There will be a drawn up and publicly available list of priorities for the service which will be reviewed at least annually.
5. Additionally, it is recognised that there may from time to time be complaints against members of staff or the service. A notice will be displayed in the office, giving details of how a complaint may be made. The procedure will also be regularly publicised.

#### **E) EMPLOYMENT**

1. Staff are entitled to support from management and colleagues. Staff will receive regular supervision from their line manager or a designated Executive Committee member.
2. RHF recognises that training is an important factor in leading to job achievement and opportunity. Induction training is particularly important and will be made available to all new staff. When other needs are identified, every effort will be made to ensure that training is provided.
3. RHF recognises that from time to time family and social circumstances may change and consequently workers may need to change their conditions of work. RHF will attempt, where circumstances and resources permit, to accommodate the needs of those workers.

## **F) Code of Conduct**

1. We aim to make sure our forum and EC meetings and associated events are accessible to people with disabilities by providing accessible venues, provide sign language interpreters, when necessary and produce information in large print.
2. We provide interpreters and language support as required in our forum meetings by making prior requests for assistance, so everyone can participate.
3. We aim to inform forum members and committee members to better understand how discrimination occurs and how to prevent it and keep up to date with the law.
4. We ensure that our membership and committees are fairly represented where underrepresented as appropriate, to support, participate fully and equally in RHF.
5. All the forum members will have the Equality and Diversity Policy explained to them, and will undertake to comply with and implement this policy.
6. Members who have experienced discrimination can make complaints to the senior member of staff who is present at all required meetings. If the coordinator is unable to resolve the complaint, it will be referred to the Management Committee.

**Review date:** 01 October 2025