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| PARISH LOGO | PARISH NAME  EQUAL OPPORTUNITY POLICY  AND  POSITIVE WORKING ENVIRONMENT POLICY |

1. Equal Opportunity Policy
   1. The DBF is committed to the principle of equal opportunity in employment and recruitment. It is both lawful and scriptural to treat everyone equally.
   2. Accordingly, management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment because of a protected characteristic i.e. race, colour, nationality, ethnic or national origin, religion or belief, disability, sex, sexual orientation, pregnancy and maternity, gender reassignment, marriage/civil partnership, age,(the Protected Characteristics). Part-time or fixed-term employees are treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified. The Parish’s objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.
   3. **Occupational Requirement -** Schedule 9 part 1 of the Equality Act 2010 (previously known as genuine occupational requirement) - in limited circumstances, the PARISH can directly discriminate against an individual for a reason related to any of the protect characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and be a proportionate means of achieving a legitimate aim.
   4. You must not unlawfully discriminate against, harass or sexually harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with employees, customers, suppliers or other work-related contacts), and on work-related training, trips or events including social events.
   5. The following forms of discrimination are prohibited under this policy and are unlawful:
      1. Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be a member of the LGBTQIA+ community.
      2. Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
      3. Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them (for more information, see the Positive Working Policy).
      4. Sexual Harassment is unwanted conduct of a sexual nature which has the purpose or effect of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. It also covers treating someone less favourably because they have submitted to, or refused to submit to, unwanted conduct of a sexual nature (for more information, see the Positive Work Environment Policy).
      5. Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
      6. Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.
   6. Management has the primary responsibility for successfully meeting these objectives by:
      1. Not engaging in behaviour that is discriminatory, not harassing, sexually harassing, bullying, or victimising against job applicants, fellow employees, customers, suppliers or members of the public with whom you come into contact during the course of your duties.
      2. Not inducing or attempting to induce others to practise unlawful discrimination, harassment, sexual harassment, bullying or victimisation.
      3. Bringing to the attention of employees that we have a zero-tolerance policy for any forms of harassment, sexual harassment, bullying or victimisation and that they will be subject to action under the Disciplinary Procedure if their behaviour falls short of the standards expected of them.
      4. Ensuring that if an employee tells you that they have been discriminated against, harassed, sexually harassed, bullied or victimised, that you encourage them to deal with this in accordance with the positive working policy, or speak to the HR Manager directly.
      5. Ensuring regular training is provided to all staff on equality, diversity, equal opportunities and sexual harassment.
      6. Ensuring that the relevant signs are visible on the notice boards so that employees can see them.
      7. Ensuring that 3rd parties who regularly work with our employees, are given information about sexual harassment and agree to abide by our rules and taking action if they don’t (cancelling their contract with us, limiting their access to areas where employees work etc). (see Third Party Abuse and Harassment Policy).
      8. Encouraging an open and honest workplace where employees feel safe to talk openly about their experience and feel satisfied that appropriate action will be taken when incidents are reported.
   7. You can contribute by:
      1. Not engaging in behaviour that is discriminatory, not harassing, sexually harassing, bullying, or victimising against fellow employees, customers, suppliers or members of the public with whom you come into contact during the course of your duties.
      2. Not inducing or attempting to induce others to practise unlawful discrimination, harassment, sexual harassment, bullying or victimisation
      3. Attending any training required in relation to equality, diversity, harassment and sexual harassment.
      4. Reporting any discrimination, harassment, sexual harassment or victimisation to the HR Manager, The Director of Operations or the Diocesan Secretary.
   8. The successful achievement of these objectives necessitates that everyone contributes by ensuring they fulfil their responsibilities as detailed in section 1.6 and 1.7 of this policy.
   9. If you consider that you are a victim of unlawful discrimination, harassment, sexual harassment, bullying or victimisation, you should refer to both the Positive Working policy and the Grievance procedure, in conjunction with speaking to your line manager or the HR Manager We assure you that we take every complaint seriously and will investigate fully.
   10. We take a zero-tolerance approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination, harassment, sexual harassment, bullying or victimisation may amount to gross misconduct resulting in dismissal.
   11. You must not be victimised or retaliated against for complaining about discrimination, harassment, sexual harassment, bullying or victimisation. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.
2. Positive Working Environment Policy

Statement of the policy

* 1. PARISH/PCC is committed to creating a harmonious working environment, which is free from discrimination, harassment, sexual harassment and bullying, and in which every employee is treated with respect and dignity. We are called, first and foremost, as siblings in Christ, to love one another, regardless of differences in diversity, opinion or theology or whether we have a protected characteristic as detailed by the Equality Act 2010.
  2. PARISH/PCC is committed to ensuring that individuals do not feel apprehensive because of their religion or belief, gender, gender reassignment, marital/civil partnership status, sexual orientation, race, age, pregnancy and maternity, or disability (Protected Characteristics) or as a result of being subject to any inappropriate behaviour.
  3. PARISH/PCC is committed to ensuring that individuals do not feel apprehensive as a result of being subject to any inappropriate behaviour. Harassment including sexual harassment and bullying are unacceptable behaviours at work and will be treated as misconduct, which may include gross misconduct warranting dismissal. All employees must comply with this policy.
  4. PARISH/PCC has a zero-tolerance policy for anyone engaging in discrimination, harassment, sexual harassment, bullying or victimisation.

Definition of harassment

* 1. Harassment is unwanted conduct that relates to a Protected Characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. It should be noted that, it is the impact of the behaviour which is relevant and not the motive or intent behind it.
  2. Harassment does not have to occur in-person, it can be through social media, emails, WhatsApp etc.
  3. Harassment does not necessarily have to be directed at the person but could be banter or jokes said in the work environment that have the effect of making the person feel humiliated or could make the environment feel hostile or offensive.
  4. Harassment may take many forms. It can range from extreme forms such as violence to less obvious actions such as persistently ignoring someone at work. The following, though not an exhaustive list, may constitute harassment:
     1. Physical contact ranging from touching to serious assault.
     2. Spreading rumours or gossip about others.
     3. Verbal and written harassment through jokes, offensive language, gossip and slander, letters.
     4. Isolation or non-cooperation at work, exclusion from social activities.
     5. Intrusion by pestering, spying, following etc.

Definition of sexual harassment

* 1. Sexual harassment is unlawful. The law requires employers to take all reasonable steps to prevent sexual harassment from occurring.
  2. Sexual harassment is any unwanted behaviour of a sexual nature which makes you feel uncomfortable, humiliated, distressed, degraded or intimidated. You don’t need to have objected to this behaviour in the past for it to be unwanted. Sexual harassment can take the form of serious assault, staring/leering, to verbal/written comments/jokes, and doesn’t have to be directed at you for it to be offensive.
  3. Sexual harassment may be committed by other employees, contractors or other third-parties.
  4. It can occur in many different ways such as verbally, in writing, over digital channels such as emails, WhatsApp, social media.
  5. The behaviour does not have to be directed at you for it to be sexual harassment. For example, it could be sexual jokes between colleagues, however if it causes a hostile environment or makes you feel uncomfortable, then it could be sexual harassment.
  6. Sexual harassment may take many forms. It can range from extreme forms such as sexual assault to less obvious actions such as banter. The following, though not an exhaustive list, may constitute sexual harassment:
     1. Physical contact ranging from touching to sexual assault.
     2. Verbal and written sexual harassment through jokes, offensive language, gossip and slander, including via digital channels such as social media and WhatsApp.
     3. Showing or displaying sexually suggestive images.
     4. Suggestive looks or staring.
     5. Propositions and sexual advances.
     6. Making promises in return for sexual favours (Quid pro Quo).
     7. Intrusive questions about a person’s personal life or sex life.
     8. Offensive comments about a person’s appearance or dress, or making innuendos or lewd comments.
     9. Gossip and speculation about someone’s sexual orientation or transgender status, including spreading malicious rumours.

Definition of workplace bullying

* 1. Workplace bullying is repeated inappropriate, offensive behaviour, which is often an abuse of power or position. It can be direct or indirect, either verbal, physical, via social media channels or otherwise, conducted by one or more persons against another or others, at the place of work and/or during the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work.
  2. If you feel you have been impacted by behaviour as described above please follow the procedure below. The following paragraph lists some behaviours that can directly or indirectly affect people and will be investigated if concerns are raised through our Grievance Procedure.
  3. The following examples may constitute bullying:
     1. Threats, abuse, teasing, and practical jokes.
     2. Malicious Gossip, which is defined as gossip that whether intentionally or unintentionally;
        1. disrupts the workplace and the business of work,
        2. hurts employees’ feelings,
        3. damages interpersonal relationships, or
        4. injures employee motivation and morale. Humiliation and ridicule either in private, at meetings or in front of customers/clients or other employees.
     3. Name calling, insults, devaluing with reference to physical appearance or a protected characteristic.
     4. Setting impossible deadlines.
     5. Imposing excessive workloads.
     6. Making unjustified criticisms.
     7. Excessive monitoring.
     8. Removing responsibilities.
     9. Allocating menial and pointless tasks.
     10. Withholding information.
     11. Refusing requests for leave, holiday or training

Your responsibilities

* 1. All employees have a responsibility to help create and maintain a working environment that respects the dignity of employees. You should be aware of the serious and genuine problems, which harassment, sexual harassment, bullying and victimisation can cause. Your responsibility as an employee is to follow the five key points below:
     1. **Understand** 
        1. Become familiar with the Equal opportunity and positive working policies.
        2. Ensure that you attend and understand the regular training sessions which are run on equality and diversity, and sexual harassment.
        3. Think about your own views and behaviours surrounding discrimination, harassment, sexual harassment, bullying and victimisation and ensure that your behaviour is in line with the policy’s expectations and requirements.
     2. **Observe** 
        1. Be aware and conscious of how you behave at work and be sensitive to other employees.
        2. Be aware of both subtle and obvious forms of discrimination, harassment, sexual harassment, bullying and victimisation by other employees.
        3. Discourage any behaviours you see that constitute discrimination, harassment, sexual harassment, bullying or victimisation.
     3. **Examine**
        1. Pay attention to any behaviours that you feel could be discriminatory, or constitute harassment, sexual harassment, bullying or victimisation, and how others react to it. Ask yourself if your own physical behaviours and or verbal/written behaviours are making people feel uncomfortable and/or negatively affecting their work.
        2. Don’t take it lightly. If you feel this is being done to you, or you witness it being done to someone else, then you must report it, or encourage them to report it. This could be happening to another colleague too, who is too frightened to report it.
     4. **Confront** 
        1. You should confront the person who is exhibiting these behaviours and tell them that you find their behaviour offensive and let them know how it affects you. You should be specific about which behaviours are a problem, as they may be unaware how it impacts on others.
        2. You should write down the date and time that you confronted the person and a detailed description about what was said and if any witnesses were present. If the behaviours do not improve then you will need this information to report it to the HR Manager or another trusted Manager.
     5. **Support** 
        1. Be supportive to the person who is being discriminated against, harassed, sexually harassed, bullied or victimised, and encourage them to report it to the HR Manager or another trusted Manager, then support them through the process.
        2. If you have been affected by this, whether you are the victim or someone who has witnessed this behaviour, you can also receive emotional support from the Mental Health Supporters, the Employee Assistance Programme or the Diocesan Counsellor, in conjunction with reporting this to the HR Manager or another trusted manager.

Manager’s responsibility

* 1. Managers and supervisors have a responsibility to ensure that harassment, sexual harassment bullying or victimisation does not occur in work areas for which they are responsible. They also have a responsibility to let other managers know if they see a member of their staff engaging in those behaviours.
  2. Managers also have a responsibility to explain the PARISH/PCC’s policy to their staff and take steps to promote it positively creating an open culture of honesty and communication. They will be responsive and supportive to any member of staff who makes a complaint, provide full and clear advice on the procedure to follow, maintain confidentiality in all cases and ensure that there is no further problem or any victimisation after a complaint has been resolved.

Procedure for dealing with alleged harassment or bullying

* 1. If you believe that you have been the subject of harassment, sexual harassment, bullying or victimisation, you should, if it is appropriate to do so, in the first instance, ask the person responsible to stop the behaviour, as it is unacceptable to you. Person to person reproof at an early stage will often be sufficient to stop the behaviour.
  2. In the case of sexual harassment, you may feel able to speak directly to your harasser and tell them to stop. If you do not feel comfortable speaking to them verbally, you could hand them a written note explaining why their behaviours are inappropriate and asking them to stop. However, we recognise that due to the sensitive and intimate nature of sexual harassment, it may not be appropriate to speak or write to the person concerned, and in this case, we would ask you to speak to the HR Manager or another trusted Manager and put your grievance in writing.

In the case of other harassment, bullying or victimisation, if the behaviour continues after you have spoken to them, or if it is not appropriate to speak to the person directly in the first instance, then you should report the incident to the HR Manager or another trusted Manager or colleague as soon as possible to enable the Parish/PCC to deal with the matter. You should put this in writing and give a copy to the person you have reported this to and retain a copy for yourself. You should also keep a diary with dates and the incidents that have occurred along with details of any witnesses who saw the incident(s).

* 1. The following are also criminal offenses:
     1. Sexual assault, including rape.
     2. Indecent exposure.
     3. Stalking.
     4. Offensive communications.

If you are physically attacked, you should contact the Police, and either the HR Manager or another trusted Manager in the Parish/PCC, who will liaise closely with the Police. (Under the Equality Act 2010, you are protected whether you object or submit to the harassment).

* 1. If you decide to make a formal complaint you should do so through the Grievance Procedure as soon as possible after the incident has occurred. All complaints will be handled in a timely and confidential manner. You will be guaranteed a fair and impartial hearing, and the matter will be investigated thoroughly. If the investigation reveals that your complaint is valid, prompt attention and action designed to stop the behaviour immediately and prevent its recurrence will be taken.
  2. In the case of sexual harassment, or other serious harassment, bullying or victimisation, we will make every effort to separate you from your abuser, which could mean transferring them to a different location, or suspending them on full pay while we investigate the matter.
  3. The consequences for engaging in discrimination, harassment or victimisation are as follows:
     1. Disciplinary action in line with the disciplinary procedure, which may include written warnings and/or dismissal.
     2. Relocation. In such circumstances, if relocation proves necessary, every effort will be made to relocate the harasser or bully rather than you as the victim; however, the DBF will endeavour to relocate you if this is your preference.
  4. You will be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. We have a zero-tolerance policy where victimisation occurs as a result of making a complaint.
  5. Retaliating against an employee for complaining about discrimination, harassment sexual harassment, bullying is victimisation and is a disciplinary offence. This includes gossiping and any other defamatory actions.
  6. We will ensure that we support you while you go through the process of putting in a grievance against your harasser/abuser. There are several options for support, such as:
     1. Your HR team.
     2. Your line manager or another trusted manager.
     3. A trusted colleague who you feel comfortable sharing this information with.
     4. Mental Health Supporters.
     5. The Employee Assistance Programme.
     6. The Diocesan Counsellor.
  7. There are many other people/organisations who can offer you support if you feel you are the victim of discrimination, harassment, sexual harassment, bullying or victimisation. They are:
     1. Citizens advice bureau – [Click this link to find your local citizens advice bureau](https://www.citizensadvice.org.uk/about-us/contact-us/contact-us/search-for-your-local-citizens-advice/?q=Coventry&c=HOME-BUREAU)
     2. The ACAS helpline – 0845 747 4747
     3. If you have been sexually assaulted, you can contact:

1. The Police - The DBF will work closely with the Police in the instance
2. NHS Direct – 0845 46 47
3. Victim Support, Support Line – 0845 30 30 900
4. Survivors UK – 0845 122 1201
5. Women’s Aid Federation – 08457 023 047

Whilst this procedure is designed to assist genuine victims of discrimination, harassment, sexual harassment bullying or victimisation, you should be aware that if you raise complaints, which are proven to be deliberately vexatious, you will become subject to proceedings under the Disciplinary Procedure.