

## Equality and Diversity

Reviewer	Mr Alun Watkins <i>Headmaster</i>
Review date	7/11/18
Next review	31/10/19

### Policy statement for Equality & Diversity

The States of Jersey (SoJ) is committed to eliminating discrimination, harassment and victimisation on the grounds of all the protected characteristics (see Glossary) and to [promoting the values of equality, fairness and diversity for all. Every employee is entitled to work in an environment where intimidation will not be tolerated.

The Policy Principles (which apply to all States of Jersey policies) include diversity, to recognise the value that diversity brings to the workforce.

The Employer aims to create a working environment which enables all employees to give of their best and all decisions made are fair, transparent and based on merit.

### Policy aims

The purpose and aims of this policy are to:

- Protect employees from discrimination because of age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion or belief, sex and sexual orientation (see Glossary for definition of these characteristics).
- Promote the values of equality, fairness and diversity within the workforce, from employees' recruitment until they leave the employment of the SoJ
- Ensure all employees are encouraged to develop to their full potential and that their talents will be fully utilised to maximise the efficiency of the organisation
- Respond to changing demographics and working patterns to meet service requirements
- Retain and recruit a workforce that is representative of the community to secure the widest pool of talent possible
- Ensure there is no discrimination against individuals who are representatives of Trade Unions or Staff Associations

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## Key principles

A standard set of underpinning principles has been developed for this policy and will apply to all States of Jersey Human Resource Policies and terms of conditions of service (see Policy Principles).

In addition the following principles also apply:

Everyone, regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy, maternity, race, religion or belief, sex or sexual orientation can expect to be treated with dignity and respect whether they are employees, service users, customers, clients, visitors, volunteers or contractors

Any breach of this Policy may lead to disciplinary action.

## Links to other policies

Other policies and documents which may be helpful when considering this policy are:

- Individual Grievance (incorporating Dignity at Work)
- Reporting Serious Concerns (Whistle Blowing)
- Disciplinary
- Formal hearing and Appeal Procedure
- Disciplinary Rules
- Code of Conduct
- Recruitment and Selection.

## Who this policy applies to

This policy applies to:

- All employees<sup>1</sup> of the States of Jersey on permanent contracts of employment
- Workers who are engaged on a zero hours agreement where there is no implied contract of employment
- Workers who work for the States of Jersey through a contract for services on an interim, locum, self-employed, or agency basis
- Voluntary staff or those on honorary contracts where there is no implied contract of employment.

## Roles and responsibilities under this policy

In addition to the generic policy responsibilities which can be found on the Policy Intranet Page, specific to this policy:

**Employees** are responsible for:

- Treating all employees, service users, visitors, volunteers or contractors fairly and with respect
- Adapting, where possible to the specific needs of all individuals

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<sup>1</sup> Throughout this policy the term 'employee' is used to include all employees and all office holders of the States of Jersey.

- Ensuring their working relationships between those who share a particular characteristic and those who do not are equal and balanced.

**Line Managers** are responsible for:

- Ensuring their department are aware of their responsibilities under this policy through regular training, professional development and other measures
- Giving equal opportunities to those who share a protected characteristic and those who do not
- Adapting, where possible to the specific needs of individuals.

**Human Resources (HR)** are responsible for:

- Advising Line Managers on equality and diversity particularly when recruiting or promoting employees
- Providing advice and support to all employees if they feel they are being disadvantaged in any way due to their particular characteristics
- Supporting and promoting equality across the organisation.

**Chief Officers** are responsible for:

- Ensuring their department is compliant with equality and diversity legislation and the promotion of equal opportunities for those who share a protected characteristic and those who do not.

## **Policy provisions**

### **Training**

Training on equality and diversity should be available to all existing employees and should be included within every induction plan for all employees joining the organisation.

Included within the training programme should be:

- An explanation of what equality means and why it is important
- An explanation of current and proposed legislation and best practice
- The roles and responsibilities of each employee
- Specialised training for those who recruit, select, promote and appraise employees

### **Challenging Discrimination**

Discrimination happens when an individual is treated less, or more favourably than others due to a particular characteristic they may or may not have.

The following types of behaviour must be avoided:

- **Direct** discrimination – By openly denying access or opportunities to certain groups of people
- **Indirect** discrimination – By creating conditions which will inevitably exclude certain groups of people

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- **Inaction** – by not addressing situations which deny opportunities to certain groups or condoning disrespectful behaviour.

### **Leadership and Management**

The States of Jersey takes overall responsibility for the development of equality and diversity across the organisation, it will ensure progress is reviewed and further actions instigated where necessary.

All managers are expected to demonstrate their commitment to promoting equality and diversity and ensure all employees are aware of their responsibilities to treat others with respect, consideration and without prejudice.

### **Communication**

Through effective communication the States of Jersey will ensure all employees will:

- Be aware of the Employer's policy on equality and diversity
- Understand the benefit of valuing diversity
- Understand their own role in promoting equality and diversity
- Be aware of their responsibilities under current legislation

Members of the public will be able to access this policy on [www.gov.je](http://www.gov.je)

### **Indicators of success**

Success will be measured when, as an organisation we:

- Demonstrate that we actively promote equality and diversity through all our policies, practices and structures
- Challenge unacceptable behaviour and create a workplace where employees feel they can raise a grievance without fear of reprisal
- Encourage and support diversity within departments
- Demonstrate and promote considerate and fair behaviour
- Create an environment where employees celebrate and encourage positive attitudes towards equality and diversity
- Treat all employees with dignity and respect and recognise and value individual skills and contributions
- Demonstrate through words and actions that equality and diversity is invaluable when considering business and operational needs.

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### Glossary of terms used in policy

TERM	MEANING
<b>Disability</b>	An individual who has a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities
<b>Diversity</b>	Recognising, valuing and taking account of individual's different backgrounds, skills and experience
<b>Gender Reassignment</b>	A personal, social and sometimes medical process by which a person's gender presentation (how they appear) is changed. Not all transgender individuals undergo medical treatment to change their gender
<b>Sexual orientation</b>	Whether a person is attracted to people of their own sex, the opposite sex or both sexes.
<b>Protected characteristic</b>	Disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion or belief, age, sex or sexual orientation.

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