



Equality and Diversity Policy

Approved by the Board on 21 March 2024

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Equality and Diversity Policy

Introduction

Caplor Horizons' commitment to equality applies to everything we do. Externally it is at the heart of our work on poverty and the relationships we build. Internally the value of inclusivity is central to how we accept, respect and value people with diverse identities and backgrounds. Caplor Horizons sees having diverse Staff, Trustees and Advisors as a significant advantage for our charity.

Caplor Horizons views diversity as a description of the visible and invisible differences that exist between people, such as gender, race, ethnic origin, physical and mental ability, sexual orientation, age, economic class, language, religion, nationality, type of education and family/marital status. We recognise that these visible and non-visible differences between people can also lead to differences in experiences, values, attitudes, ways of thinking, behaving, communicating and working.

Caplor Horizons is committed to eliminating discrimination and encouraging diversity amongst our Staff, Advisors and Trustees. Our aim is to be representative of all sections of society and to treat everyone fairly and respectfully, so they are able to work at their best.

This Policy brings together the following in the context of our overall commitment to equality and diversity:

- Equal Opportunities Policy: focus on recruitment, training, promotion and monitoring
- Recruitment of Ex-Offenders Policy: focus on recruitment, needed for Disclosure and Barring Service (DBS) checks
- Harassment and Bullying Policy: focus on potential negative consequences of differences in power

All parts of this Policy apply to Trustees and Advisors as well as Staff.

This Policy is supported by the separate Caplor Horizons Safeguarding Policy which provides clarity on our approach and standards of safeguarding with everyone we work with, including but not limited to children, young people and vulnerable adults. The Safeguarding Policy is also intended to help us make sure that Staff, Trustees and Advisors are protected and to demonstrate how we meet our legal obligations.

Our Commitment

- We are committed to creating an environment in which individual differences and the contributions of all the Caplor Community are recognised and valued.
- Every individual is entitled to a working environment that promotes dignity and respect to all. No intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all Staff, Trustees and Advisors, for example unconscious bias training.
- Equality in the workplace is good management practice and makes sound business sense. All of Caplor Horizons' practices and procedures will be reviewed regularly to ensure fairness. An action plan for improvements will be devised and monitored.
- Breaches of this Policy will lead to disciplinary proceedings in the case of Staff and review of the individual's relationship with Caplor Horizons in the case of a Trustee or Advisor.
- Where appropriate, positive measures will be taken to overcome under-representation in specific areas.

Equal Opportunities Policy

Statement of Policy

1. Discrimination is unacceptable and contrary to the values of Caplor Horizons. As part of our Equality and Diversity Policy we have adopted this formal Equal Opportunities Policy (“EO Policy”).
2. The aim of the EO Policy is to ensure no job applicant, potential Trustee, potential Advisor, member of Staff, Trustee or Advisor is discriminated against either directly or indirectly on the grounds of gender, sexual orientation, race, ethnic origin, physical or mental ability, age, economic class, language, religion, nationality, type of education or family/marital status.
3. This EO Policy will be circulated to any agencies involved in our recruitment and sourcing processes and a copy of the EO Policy will be made available to all employees and made known to all applicants for Staff, Trustee and Advisor positions.
4. The EO Policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
5. We will maintain a neutral working environment in which no Staff, Trustee or Advisor feels under threat or intimidated.

Recruitment and Sourcing for Staff Jobs and Trustee and Advisor Roles

1. We will endeavour through appropriate training to ensure that Staff, Trustees and Advisors making recruitment and sourcing decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement of Staff will be made on merit and all related decisions this will be made within the overall framework and principles of this EO Policy.
3. Job and role descriptions, where used, will be in line with this EO Policy. Job and role requirements will be reflected accurately in any specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment and sourcing to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs or roles with us will receive fair treatment and will be considered solely on their ability to do the job or perform the role.
7. All those involved in recruitment and sourcing will periodically review their selection criteria to ensure that they are related to the job and role requirements and do not unlawfully discriminate.
8. Short listing and interviewing will be carried out by more than one person where possible.
9. Interview questions will be related to the requirements of the job or role 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 or role.
11. Selection decisions will not be influenced by any perceived prejudices of other Staff, Trustees or Advisors.

Training and Promotion

1. Staff will receive training related to the application of this EO Policy, for example concerning unconscious bias.
2. All promotion of Staff will be in line with this EO Policy.

Monitoring

1. We will maintain and review the employment records of Staff and the gender, age and ethnic balance of Trustees in order to monitor the progress of this EO Policy.
2. Monitoring may involve:-
 - a. the collection and classification of information regarding the ethnic/national origin and sex of all applicants and current Staff;
 - b. the examination by ethnic/national origin and sex of the distribution of Staff and Trustees and the success rate of applicants; and
 - c. recording recruitment, training and promotional records of Staff, the decisions reached and the reasons for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this EO Policy. Consideration will be given, if necessary, to adjusting this EO Policy to afford greater equality of opportunities to all applicants and Staff.

Recruitment of Ex-Offenders Policy

1. Introduction

Caplor Horizons is committed to equality of opportunity for all applicants for jobs and Advisor roles and undertakes to treat all applicants for positions fairly. Applications are welcomed from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications, experience and the requirements of the post.

Caplor Horizons' approach towards employing ex-offenders or accepting them as Advisors depends on whether the job or Advisor role is, or is not, exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure is only requested where it is proportionate and relevant to the position concerned.

2. Jobs and Roles Covered by the Rehabilitation of Offenders Act 1974

Caplor Horizons will not automatically refuse to employ or accept as an Advisor an individual on account of a previous criminal conviction.

During job or Advisor interviews, interviewees will be asked to disclose any unspent convictions, but interviewers will not ask about spent convictions or expect interviewees to disclose any spent convictions.

Interviewees should be aware that if they have a conviction that is not spent and the nature of the offence is relevant to the job or role for which they have applied, Caplor Horizons will review the individual circumstances of the case and may not select the individual for employment or as an Advisor.

3. Jobs and Roles Exempt from the Rehabilitation of Offenders Act 1974

If the job or Advisor role for which Caplor Horizons is recruiting is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, Caplor Horizons will require the candidate to declare all convictions, both spent or unspent. Interviewees should expect to be asked about any information they have declared and it is important that they are honest with the interviewer in this regard. However, Caplor

Horizons will not refuse to employ or accept an individual unless the nature of the conviction is relevant to the job or Advisor role for which the individual has applied.

When Caplor Horizons has made an offer of employment or acceptance as an Advisor to an individual, it will seek documentary evidence about that person's criminal convictions and seek the candidate's agreement to make a joint application to the Disclosure and Barring Service (DBS). If the individual is a member of the DBS update service, Caplor Horizons will carry out a status check on any current certificate.

4. Data Protection

Caplor Horizons will ensure that all information provided about an individual's criminal convictions is used fairly, and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 2018 and subsequent legislation.

Harassment and Bullying Policy

Introduction

Many people in our society are victimised and harassed as a result of their gender, race, ethnic origin, physical or mental ability, sexual orientation, age, economic class, language, religion, nationality, type of education or family/marital status.

Harassment and bullying take many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, harassment and bullying are always taken seriously and are totally unacceptable.

We recognise that harassment and bullying can exist in Caplor Horizons workplaces and other contexts, as well as outside, and that this can seriously affect peoples' lives by interfering with their performance or by creating a stressful, intimidating, unacceptable and unpleasant environment.

Policy

We deplore all forms of harassment and bullying and seek to ensure that the Caplor Horizons environment is sympathetic to everyone involved.

We have published the details below to inform people of the type of behaviour that is unacceptable and provide those who are the victims of harassment and bullying with a means of redress.

We recognise that we have a duty to implement this Harassment and Bullying Policy and all Staff, Trustees and Advisors are expected to comply with it.

Examples of Harassment and Bullying

Harassment and bullying take many forms and Staff, Trustees and Advisors may not always realise that their behaviour constitutes harassment or bullying. Harassment is unwanted behaviour by one person towards another and examples of harassment include:

- a) insensitive jokes and pranks
- b) lewd or abusive comments about appearance
- c) deliberate exclusion from conversations
- d) displaying abusive or offensive writing or material
- e) unwelcome touching
- f) abusive, threatening or insulting words or behaviour

Bullying is a form of psychological harassment. It is intimidation which serves to undermine self-esteem, confidence, competence, effectiveness and integrity. Examples of bullying include:

- a) continual, undeserved criticism
- b) arbitrary and inconsistent demands
- c) imposition of unreasonable deadlines
- d) shouting, swearing and offensive language
- e) displaying overbearing or intrusive behaviour

These examples are not exhaustive and disciplinary or other action at the appropriate level will be taken against people involved with Caplor Horizons (Staff, Trustees or Advisors) committing any form of harassment or bullying.

Complaining about Harassment and Bullying

1. Informal complaint

We recognise that complaints of harassment, particularly of sexual harassment, and bullying can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a person of your choice within Caplor Horizons as a confidential helper.

If you are the victim of minor harassment or bullying you should make it clear to the harasser/bully on an informal basis that their behaviour is unwelcome and ask the harasser/bully to stop. If you feel unable to do this orally then you should hand a written request to the harasser/bully, and your confidential helper can assist you in this.

2. Formal complaint

Where the informal approach fails, or if the harassment or bullying is more serious, you should bring the matter to the attention of one or both Co-Directors as a formal written complaint and again your confidential helper can assist you in this. If you prefer not to approach the Co-Directors then you should approach the Chair or another Trustee. If possible, you should keep notes of the harassment and bullying so that the written complaint can include:-

- a) the name of the alleged harasser/bully;
- b) the nature of the alleged harassment and bullying;
- c) the dates and times when the alleged harassment and bullying occurred;
- d) the names of any witnesses; and
- e) any action already taken by you to stop the alleged harassment and bullying.

On receipt of a formal complaint we will take action to separate you from the alleged harasser/bully to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser/bully to another role or suspension until the matter has been resolved.

The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another person of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence is unacceptable.

On conclusion of the investigation, which will normally be within ten working days of the meeting with you, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser/bully.

If you or the alleged harasser/bully are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to you and to the alleged harasser/bully. You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

Consequences of a Complaint

1. If the report concludes that the allegation is well founded, a Staff harasser/bully will be liable to action in accordance with our disciplinary and disciplinary dismissal procedure. A person who receives a formal warning or who is dismissed for harassment/bullying may appeal by using our appeal procedure.
2. In the case of a well-founded allegation against an Advisor, action will be considered by the Co-Directors.
3. In the case of a well-founded allegation against a Co-Director or a Trustee, action will be considered by the Chair.
4. In the case of a well-founded allegation against the Chair, action will be considered by other Trustees.
5. If you bring a complaint of harassment/bullying you will not be victimised for having brought the complaint. However if the report concludes that the complaint is both untrue and brought with malicious intent, action will be taken against you.