



The Hub Educational Services CIC

Equality, Diversity and Inclusion Policy

The Hub Educational Services CIC is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee/client to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

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

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

This includes the different types of discrimination stated in The Equality Act 2020, there are four main types of discrimination: direct and indirect discrimination, harassment and victimisation but this policy covers:

- Direct discrimination.
- Discrimination arising from disability.
- Indirect discrimination.
- Perception
- Harassment.

- Victimisation.
- Failing to comply with duty to make reasonable adjustments.

1. Direct Discrimination

Direct discrimination happens when an employee is being treated worse than another employee because of a certain disability or underlying reason. There can be multiple reasons, but the most common ones are age, race, creed or sexual orientation.

An example would be a tech company not hiring an older person because they believe the candidate isn't tech-savvy due to their age. Or a car repair shop not hiring a female mechanic because they believe they're not physically strong enough to withstand the physical labour of the job.

On top of this, direct discrimination also has two additional facets:

- **Discrimination by association**: This happens when a person is treated poorly because they're connected with someone who has a certain disability, even if they themselves don't have it.
- **Discrimination by perception**: This occurs when an individual or an organisation believes you have a certain disability when you don't have it.

2. Indirect Discrimination

Indirect discrimination happens when an organisation treats everyone the same, but the requirements and practices they put in place disadvantage a certain group of people.

Whether this is done with intent does not matter, so organisations need to be extremely careful (and inclusive) when setting certain requirements.

An example would be a company that's hiring an individual and putting the requirement of having a driver's licence for a job that doesn't require driving.

3. Harassment

Harassment happens when an employee experiences uninvited behaviour from others in the organisation. This type of behaviour usually violates the dignity of the individual by having them experience intimidation, degradation, humiliation or any kind of offensive behaviour.

The most common harassment examples would be bullying, having an employee experience unpleasant and derogatory nicknames or having someone ask inappropriate questions.

4. Victimisation

Victimisation happens when an employee becomes the target of harmful behaviour because they made a claim about workplace discrimination, gave evidence about discrimination happening in the workplace or raised a concern about discriminatory practices at work.

As far as types of discrimination are concerned, victimisation can be the most toxic. Individuals may be marked as “troublemakers” by the organisation.

An example might be someone who raised concerns about a discriminatory practice in the company and then they would be:

- Denied the company’s service in one way or another (if they’re a customer)
- Denied a promotion or even be demoted from their current role
- Isolated from the rest of their colleagues and slowly expelled from the company

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense

2. Create a working 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 of all employees and volunteers about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, 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, 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 being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment 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 the workforce 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.

Positive action

We have a strong commitment to inclusion, diversity and equality both to our people within the organisation and services that we provide to our communities. We want to reflect the communities we serve and one way we can try to achieve this is through 'positive action'.

Positive action is often confused with positive discrimination: Positive Action is lawful Positive Discrimination is unlawful.

Positive action provisions, as outlined in the Equality Act 2010, is activity which helps employers identify and remove the barriers and issues to the employment, retention and progression of people from 'under-represented' groups, whilst still employing people on merit.

However, positive discrimination generally means employing someone because they come from an under-represented group in spite of whether they have the relevant skills and qualifications.

We treat all applicants fairly and in accordance with legislation currently in place. We use Positive Action, but NOT Positive Discrimination.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by Directors and has been agreed with all employees.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found by requesting a copy from The Directors. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Date of implementation: 1/5/24

Date of review: 1/5/25