

POLICY ON EQUALITY, DIVERSITY AND INCLUSION

Recruitment and Selection Policy



Purpose:

The JCCP aspires to value and treat all people with dignity and respect. We aim to encourage, value and manage Equality, Diversity and Inclusion (EDI). We oppose all forms of unlawful and unfair discrimination, harassment or victimisation. We wish to attain a workforce representative of society to ensure we secure the widest pool of talent available amongst our Trustees and Employees.

It is our aim to ensure that no Trustee, employee, job applicant or candidate receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).

This Policy, and other associated arrangements/policies, shall operate in accordance with statutory requirements (including the Equality Act 2010). In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments and/or any other statutory bodies.

Our Commitment:

- To create an inclusive culture where everyone can be valued for who they are and in which individual differences and the contributions of all our staff are recognised and valued.
- Our Trustee and employee recruitment, selection and assessment processes will be based entirely on skills and competencies of the specific roles and appointments will be transparent and based entirely on merit.
- Every Trustee and employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- We will ensure that individuals are treated equally and fairly and that decisions on training, development and progression opportunities are available to all staff and based on objective criteria.

- To promote EDI in the workplace, which we believe is good management practice and makes sound business sense.
- We will regularly review all our EDI practices and procedures to ensure fairness.
- Where we are advised, we will make reasonable adjustments (if needed) to ensure that our services and offices can be accessed.
- Breaches of our EDI Policy will be regarded as misconduct and could lead to disciplinary proceedings.
- Third-party harassment, concerning our Trustees, staff or candidates, relating to a protected characteristic will not be tolerated. The Trustee or employee concerned should inform the Vice Chair or Executive Chair and registrar of the JCCP at once and the JCCP will undertake to fully investigate and take all reasonable steps to ensure such conscious or unconscious bias or harassment or does not happen again.
- This policy is fully supported by the JCCP Trustee Board.

Your responsibility as a Colleague:

The JCCP is an EDI employer. EDI is about good employment practices and efficient use of our employees. Every Trustee and employee has personal responsibility for the implementation of this policy. In particular, all employees should:

- comply with the policy and arrangements;
- not discriminate in their day-to-day activities or induce others to do so;
- not victimise, harass or intimidate other persons or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform the JCCP's Vice Chair or Executive Chair and Registrar if they become aware of any discriminatory practice.

For Candidates and Clients:

- The JCCP will not discriminate directly or indirectly, or harass candidates or clients

because of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation in the provision of the JCCP's role, function or business

- Job advertisements used will be non-discriminatory. Similarly, on and offline advertisements will be diverse and inclusive, targeting all suitable potential job applicants.
- Any selection criterion is based upon merit and the ability to do the job, regardless of sex, race, disability, age, sexual orientation, religion or philosophical belief.
- No applicant or employee shall receive less favourable treatment than any another person does, on grounds that are discriminatory, in any form.

The responsibility of the JCCP Trustee Board:

The effective implementation and operation of the arrangements for EDI will rest with the Vice Chair and with the Executive Chair and Registrar of the JCCP. Trustees / Managers will ensure that they operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. The JCCP Trustee Board will be responsible for monitoring the operation of this.

Raising Concerns:

All JCCP Trustees and employees have a right to pursue a complaint concerning discrimination, or bullying and harassment, and the JCCP will take all complaints of this nature seriously. This may be against them or others; individuals should refer to the JCCP's associated Bullying and Harassment Policy. The JCCP is concerned to ensure that Trustees and employees feel able to raise such concerns and no individual will be penalised for raising such a concern unless it is submitted maliciously or is made in bad faith.

If a Trustee or employee believes that they have been subject to discrimination, victimisation or harassment on any grounds the employee is encouraged to discuss the matter informally with the JCCP's Vice Chair or the Executive Chair and Registrar of the JCCP. The Trustee or employee is also entitled to raise a formal complaint at any time.