



United Churches Healing Ministry

Christian Counselling, College and Resource Centre

Registered Charity number 1097753

Equality and Diversity Policy

24 September 2021

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Policy Statement

1. UCHM recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Charity and its employees to utilise the skills of the total workforce. It is the aim of the Charity to ensure that no employee or job applicant 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.
2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees, whether part-time, full-time or voluntary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff will not discriminate directly or indirectly, any client because of age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.



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6. This policy and the associated arrangements shall operate in accordance with statutory requirements. 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 any other statutory bodies.

Responsibilities of the Leadership Team

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the CEO and we will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. The Management will ensure that:

- All their staff are aware of the policy and the arrangements, and the reasons for the policy;
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- Proper records are maintained.

The CEO will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic audits.

Responsibilities of Staff/volunteers

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff 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 staff or clients 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 their manager if they become aware of any discriminatory practice.



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Third Parties

Third-party harassment occurs where a Charity employee is harassed, and the harassment is related to a protected characteristic, by third parties such as Professionals/clients. UCHM will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. UCHM will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Related Policies and Arrangements

All employment policies and arrangements have a bearing on equality of opportunity. The Charity policies will be reviewed on a regular basis and any discriminatory elements removed. The Charity operates in an open and honest basis and changes will be made should any concerns arise.

Monitoring

- The Charity deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that the Charity, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Charity, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Charity policies and practices as well as consideration of taking legal Positive Action.



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Grievances & Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Charity Grievance Procedure. In such an event the complaint will be taken seriously and investigated thoroughly.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Charity Disciplinary Procedure.

Please also see the BACP complaints procedure.

<https://www.bacp.co.uk/about-us/protecting-the-public/professional-conduct/how-to-complain-about-a-bacp-member/>

Review

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Directors.

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Document Revisions

Document Title			
Version	Description of Change	Date	Review Date
1.0	New Document	06/11/2019	
1.1	Reviewed & updated	18/09/2020	Sept 2021
1.2	Reviewed & updated to include details of BACP complaints procedure.	24/09/2021	Sept 2022