

NCA Equality and Diversity Policy

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Lead Officer	NCA Director
Approved by Name	Board of Trustees
Signature	Professor Upkar Pardesi (OBE) (Chairman)

1. Policy Statement

Equality and Diversity Policy

Nishkam Civic Association (NCA) is committed to creating a culture in which diversity and equality of opportunity are promoted actively and in which unlawful discrimination is not tolerated. It values the differences that a diverse workforce brings to the organisation and has a clear commitment to ensure freedom from discrimination in all the services it provides.

It will not discriminate on the grounds of race, gender, disability, nationality, ethnicity, religion, age, sexual orientation, family status or any other irrelevant factor and will build a culture that values meritocracy, openness, fairness, and transparency.

Vision and Values

The actions we take are driven by our vision:

We are a renowned regional, national, and international exemplar Sikh faith-led institution that is sustained by the selfless service of the community to become a powerful force for vocational learning, enterprise, civic engagement, art, culture, heritage and wellbeing, and our values:

- Inspiration through spirituality
- Integrity
- Innovative approaches to social change
- Intercultural, interfaith, and intra-faith dialogue, understanding and cooperation
- Interdependency of all in local and global context.

Scope

This policy applies to all employees, learners, contractors, partners, volunteers, and agency staff who are engaged to carry out work or provide services on NCA's behalf.

Roles and Responsibilities

The Board is responsible for ensuring NCA meets its legal obligations in respect of legislation relating to equal opportunities and diversity.

The NCA Director is responsible for ensuring strategic development, implementation, and review of the corporate and area action plans.

Managers and mentors are responsible for:

- Fostering a culture in which compliance with this policy is regarded as integral to the work of the area and in which equality and diversity issues are actively promoted.

- Ensuring employees and volunteers are encouraged, supported, and enabled to reach their full potential.
- Identifying appropriate employee development for themselves and their employees to meet the needs of their respective areas.
- The application of best practice in recruitment and selection is one of the foundations upon which NCA ensures in achieving equality of opportunity and equal access to employment.

Employees and volunteers are responsible for:

- Supporting and implementing the aims of this policy.
- Promoting equality of opportunity.
- Contributing to an environment which is free of fear or intimidation and which celebrates diversity.
- Ensuring that their behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way.

Definitions

1. Discrimination

This can relate to either direct (e.g., a refusal to employ people of a certain race) or indirect discrimination (e.g., where an employer states that an applicant for a job must have a driving license, but it is not necessary for the job). It can basically mean the unfair treatment of a person or group on the basis of prejudice.

2. Victimisation

Victimisation can be defined as exploitation: An act that exploits or victimises someone (treats them unfairly).

3. Harassment

Harassment refers to a wide spectrum of offensive behaviour. The term commonly refers to behaviour intended to be disturbing, and, when the term is used in a legal sense, it refers to behaviours which are found threatening or disturbing.

4. Equality

In most basic terms, equality means treating everyone fairly. However, equality is not just about treating everyone the same, but making sure that no-one suffers or is disadvantaged when it comes to obtaining something that they need. Please see Equality Action 2010 (<https://www.gov.uk/guidance/equality-act-2010-guidance>)

5. Diversity

Diversity means understanding that people are different, and people's differences can be multiple and varied.

6. Guiding Principles

This policy is guided by the following principles:

- Employees, volunteers and building users should have a safe environment free from discrimination, harassment, and bullying.
- Employees & volunteers should have equal access to opportunities for personal, professional, or academic development and career progression and promotion opportunities.
- All HR policies and procedures have been written to reflect NCA's statutory responsibilities on equality and diversity. This includes promoting equality of opportunity; promoting good relations between people of a diverse background; eliminating unlawful discrimination.
- Zero tolerance towards any discriminatory behaviour in working practices or culture.

7. Implementation of the Policy

The successful implementation of the strands of this policy relies on the mainstreaming of equality and diversity issues within the strategic planning process. This will be achieved through the implementation of the strategic plan which will be continually reviewed.

8. Breach of the Policy

NCA will take seriously any instances of non-adherence to the Equality and Diversity policy by employees or building users. Any instances of non-adherence will be investigated and where appropriate will be considered under the relevant disciplinary policy for employees.

Employees have a right to register a complaint under the grievance policy if they feel they have not been treated in accordance with this policy. Likewise, building users and volunteers have a right to register a complaint and this will be investigated accordingly.

9. Monitoring and Review

This policy will be reviewed to assess its impact on employees, volunteers, and visitors to ensure that real improvements are being made in tackling discrimination and promoting diversity.