

Equality and Diversity Policy.

1	Policy objective:	V2
1.1	To ensure that the Devon and Exeter Institution fulfils its obligations under the Equality Act 2010.	
1.2	To ensure that all members, volunteers and employees and potential members, volunteers and employees are treated fairly and with respect, regardless of their differences.	
2	Who is covered by this policy?	
2.1	We want everyone who comes into contact with the DEI to feel that they have been fairly treated, whether they are employees, job applicants, members, volunteers or visitors of any kind. We therefore require all who work or volunteer for the DEI to comply with this policy.	
3	Policy objective.	
3.1	At the DEI, we respect the fact that each one of us is an individual with different beliefs, backgrounds and appearances. We value these differences and have a firm commitment to encouraging fairness and diversity in our membership, volunteers and work force.	
3.2	We want people to feel comfortable using the facilities and in their working environment and we want to encourage them to be open about their differences without worrying about discrimination, bullying or harassment.	
4	The following are forms of discrimination, which are against the DEI's policy.	
4.1	Direct discrimination: where a person is treated less favourably on the basis of any of the discriminatory grounds.	
4.2	Indirect discrimination: where a criterion, requirement or practice, which cannot be justified, is applied equally to all groups but has a disproportionately adverse effect on one particular group.	
4.3	Harassment: where an employee or other person is subjected to unwelcome physical or verbal conduct or less favourable treatment on any discriminatory grounds. This includes aggressive conduct or bullying.	
4.4	Victimisation: where someone is treated less favourably than others because he or she has made a complaint or taken action against any employee or trustee of the DEI.	
5	Procedures:	
5.1	Recruitment: We will always make sure that our recruitment process is fair and that there are no discriminatory restrictions on job applications or voluntary roles. Applicants will be selected on the basis of their relevant merits, experience and ability so that the sole reason for offering positions within the DEI is suitability for the job.	

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5.2	<p>Development and Promotion: We make sure that any decisions on training, development, and promotions are based solely on merit and on objective evidence which can be substantiated. It is our aim that in dealing with conditions of work, pay and every other aspect of employment, we do not treat any individual unfairly.</p>	
5.3	<p>Disability: We want to make sure that the necessary adjustments are made at work for members, volunteers and employees who have or develop a disability to enable them to be comfortable in the building and effective in their work. This is a legal requirement under the Disability Discrimination Act, 1995.</p>	
5.31	<p>Disability is defined as a physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day to day activities. When an individual with a disability applies for a position with the DEI, it is our policy to investigate whether they have additional requirements for attending an interview. We will respond to these requirements to ensure that the individual is not disadvantaged at the interview as a result of disability.</p> <p>Where an individual has a disability, on starting work or volunteering with us, we will consult with the person to determine whether any adjustments are required to the working environment or the way in which the work is done, to maximise the individual's comfort and efficiency.</p>	
6	<p>Harassment and Bullying: We recognise that harassment is harmful to everyone, and we do not allow any form of harassment, bullying or victimisation. Harassment may relate to a person's race, nationality, ethnic origin, gender, age, sexual orientation, marital or family status, disability, religious beliefs or for any other reason.</p> <p>Harassment may come in various forms, including:</p>	
6.1	<p>Verbal abuse: This may include unwelcome advances, patronising titles or nicknames, propositions or remarks, innuendo, lewd comments, jokes, banter or abusive language.</p>	
6.2	<p>Unwanted physical contact: This may include unnecessary touching, patting, pinching, brushing against another person, insulting or abusive behaviours or gestures, physical threats, assault and coerced sexual activities and unwanted non-verbal contact</p>	
6.3	<p>Digital bullying: This may include hostile emails and the inappropriate use of websites and computer networks.</p>	
7	<p>Our commitment:</p>	
7.1	<p>All members, volunteers and employees are expected to behave appropriately at all times and take action if they think any colleagues are being affected by harassment or bullying. As an employer, we will do everything possible to protect all employees, members and volunteers from any form of harassment.</p> <p>All employees, trustees, volunteers and members are required to act in accordance with this policy.</p>	