



RJ Working Equality and Diversity Policy

RJ Working recognises that we have a moral and legal responsibility to promote equal opportunities and we will pursue equality in all of our work. This document sets out RJ Working's commitment and is a statement of its intent. The Policy will be reviewed annually to ensure effective implementation.

RJ Working is committed to the development of policies to provide for equality of treatment and opportunity and recognition of diversity in all aspects of its work.

RJ Working recognizes that some groups and individuals have more difficulty than others in obtaining services and resources. We aim to work imaginatively in order to include all people and ensure that all our services are provided in a way that promotes awareness of the rights and needs of people from minority groups and enables straightforward accessibility. We commit to a strong inter-agency working ethos for support, advice and consultation regarding a wide variety of people's cultural, physical and emotional needs, for example, understanding religious needs, using interpreters, advocates. We will work closely with such organisations as: Eyra, Pentreath, Kowetha, BAME Cornwall, Intercom Trust and YAY, Travellerspace etc, in order to better understand people's diverse aspirations and needs and enable them to use and benefit from restorative processes.

When meeting with any individuals RJ Working will make every effort to use venues for meetings and conferences that are agreeable to all parties. RJ Working will consult about the venue choices and take into consideration such aspects as:

- accessibility and any specific facilities needed (for meetings or individuals)
- risk assessment issues
- geographical location, transport and travel time
- financial implications
- cultural needs and preferences
- individuals' needs and preferences

All RJ Working policies and services will be subject to Equality Impact Assessment and performance will be regularly monitored and evaluated. Feedback on RJ Working services will be sought from all clients and from partner agencies.

RJ Working CIC will take whatever steps are necessary to support or enforce this Policy, following restorative principles at every stage, including use of the mechanisms for accountability laid out in the code of conduct below. In addition, anyone connected to our organisation who considers that he/she is suffering from unequal treatment or discrimination on any grounds may use this Policy to bring it to the Directors attention for action.

The Directors will bring to the attention of all staff, sessional workers and volunteers the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the Policy.

The Directors shall have responsibility for the operation of the Policy. However, all RJ Working employees, sessional workers and volunteers have a duty to do everything they can to ensure that the Policy operates in practice.

Code of conduct

1. People will be treated with dignity and respect regardless of race, sex, sexual orientation, disability (or because of something connected with their disability), religion or belief, being a transsexual person, having just had a baby or being pregnant, marital/civil partnership status, age (in line with the 9 protected characteristics of the Equality Act 2010), learning/communication needs and ethnicity/nationality.

2. At all times people's feelings will be valued and respected. Language or humour that people find offensive cannot be accepted in any way, e.g. sexist or racist jokes or terminology that is derogatory to someone with a disability. We will challenge in ways that promote learning and work with others to promote accountability and respectful relationships.

3. We are committed to responding proactively where anyone has been harmed: abused, excluded or intimidated on the grounds of their race, sex, sexual orientation, disability (or because of something connected with their disability), religion or belief, being a transsexual person, having just had a baby or being pregnant, marital/civil partnership status, age (in line with the 9 protected characteristics of the Equality Act 2010), learning/communications needs and ethnicity/nationality.

4. Harmful words: insulting, abusive or racist remarks cannot be tolerated from anyone associated with RJ Working and behaviour of this type is incompatible with our organisation. We will always work to generate accountability and learning where harm is caused.

Incidents of abuse will be taken seriously: RJ Working follows restorative processes wherever possible. It is recognised that restorative processes are voluntary. Our organisation will make every effort to resolve matters restoratively in a way that is acceptable to all parties involved, such as an apology and an undertaking that any harmful behaviour will not be repeated. If this is not possible then the following action will be taken:

1. The person in question will be asked to attend a meeting of the Directors to explain their actions and to promote personal accountability. The Directors will make any enquiries necessary to reach a decision on the matter and inform the person of their decision in writing, normally within 15 working days
2. In the case of a volunteer or sessional worker, if restorative processes cannot be achieved then action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.

Any directly involved person has the right to appeal in writing within 15 working days against a decision made by the Directors who will consider that appeal before a decision is made and that decision will be final.

This policy is agreed by *Lesley Chandler* (on behalf of the Directors)

Date of Review: May 2016

Next Policy Review: This policy will be reviewed by the end April 2017