



Achieving Results in Communities (ARC)

Diversity, Equality and Inclusion Policy

Achieving Results in Communities (ARC) CIC is committed to equality of opportunity in all aspects of its activities. This applies to job applicants, employees, contract workers, volunteers and users of ARC CIC's services. The policy will be implemented within the framework of current legislation.

Policy Overview

ARC recognises that in our society groups and individuals have been and continue to be discriminated against. ARC is committed to achieving Diversity, Equality and Inclusion (DEI) in all aspects of its work. We welcome and encourage people from diverse backgrounds, because it reflects our true community and brings in a wealth and breadth of skills and knowledge, which in turn benefits and empowers the whole community.

As identified in the Equalities Act 2010, ARC aims to ensure that no volunteer or employee, either current or potential, is discriminated against either directly or indirectly on the grounds of age, gender, race, disability, religion, pregnancy, maternity or paternity, sexual orientation, gender reassignment, marriage and civil partnership.

We also seek to acknowledge areas of discrimination not highlighted in the act including nationality, cultural origin, experience of mental distress, HIV status, caring or parenting responsibility, class, education, employment status, political belief or unrelated criminal conviction (this is not an exhaustive list).

Some key forms of discrimination and harassment are outlined in Annex 1.

ARC values and welcomes diversity and aims to foster a culture of inclusion within all its facilitated activities and groups. We aim to identify and remove barriers to people accessing our services.

ARC will ensure that all staff, contractors, Directors and volunteers understand the legal and moral obligations outlined in this Policy and feel confident in delivery. ARC will take action on any form of discriminatory behaviour or harassment, whether this is based on observation by other staff or participants, or based on a complaint from someone who feels they are a victim of discriminatory behaviour or harassment.

ARC CIC is committed to a Programme of Action to make this DEI Policy effective. The Programme of Action can be found in Annex 2.

Recruitment and Selection of Staff, Contractors, Volunteers and Directors

It is the intention of the organisation that recruitment decisions are based solely on the relevant merits and abilities of candidates. The organisation will require, therefore, that those involved in staff, contract worker, volunteer and director recruitment do not discriminate, whether directly or indirectly, in the making of those decisions.

All applicants for posts with the organisation shall be given as much clear accurate information in advertisements, job descriptions and interviews as necessary to enable them to gauge their suitability for the post.

Recruitment literature shall not imply that there is a preference for one group of applicants unless this is relevant to the post or specific exemption from equal opportunities legislation has been sought.

Vacancies and volunteering opportunities will be aimed at as wide a group of suitable candidates as possible and will be advertised widely to reach a wide range of applicants.

Application forms shall be as clear as possible and shall not be phrased in too narrow or restrictive terms, and will be free of personal questions, particularly those about marital status and number and ages of children.

All job applicants and prospective volunteers shall be informed that the organisation operates a DEI Policy. Such information will be conveyed in all application forms and advertisements. A copy of the Policy Statement will be provided to all job applicants and prospective volunteers.

Training

Opportunities will be given to employees and committed volunteers to discuss relevant professional development and training, including diversity awareness training. Every attempt is made to ensure learning materials, where possible, portray positive images of people while also reinforcing anti-discriminatory language and images of all individuals and groups.

Equal opportunities will be considered in all training activities and resources. It is crucial that all staff and volunteers are able to participate and enjoy training activities without discrimination.

Decision Making Processes

We aim to reflect the make-up of the community in the decision making processes of ARC CIC and encourage members of groups facing discrimination to be involved in the decision making processes.

ARC CIC actively encourages members all sectors of the community to offer themselves to join the organisation as a Director or to join any other committee and/or decision making body established.

Consideration will be taken when arranging any meeting to ensure that it is as accessible as possible.

Projects and Facilitated Activities

As an organisation, we value and welcome diversity and aim to foster a culture of inclusion within our facilitated groups.

As far as possible, and within the remits of different projects, we will identify and remove any barriers to people accessing our services, based on sex, gender, class, ethnicity, culture, disability, religion, or other forms of discrimination outlined in the policy overview above.

We aim to target “hard to reach” people by promoting our services in places more accessible to those target groups e.g. at places of worship, in specific community spaces, at community or religious events and festivals, as well as within the wider community.

We will encourage all project or activity participants to be welcoming of diversity and inclusion.

Action on Discriminatory Behaviour or Harassment

Appropriate action will be taken if any staff member, contractor, volunteer, Director or project participant is seen as, or reported as, displaying discriminatory behaviour or harassment. A complaint or grievance can be made to any staff member, contract worker or a Director.

Discriminatory behaviour or harassment by a volunteer or project participant may be addressed in the first instance by a private discussion to highlight and resolve the issue. If this fails then the issue should be passed to the Directors to seek a solution.

Discriminatory behaviour or harassment by a staff member, contract worker or Director should be passed to the Directors to seek a solution.

Monitoring, review and responsibility

The Directors of ARC are responsible for ensuring implementation of the DEI policy and its associated Programme of Action.

This Policy and Programme of Action will be reviewed by the Directors of ARC on a regular basis to assess progress and set new goals. As a minimum this will be every two years.

Name:.....Kristie Naimo.....

Signed:..........

Date:.....November 2022.....

ANNEX 1: Forms of Discrimination

Sex Discrimination

The provisions of the Sex Discrimination Act apply to both Men and Women. The Sex Discrimination Act 1975 and 1986 makes it unlawful, unless the job or volunteering opportunity is covered by an exemption, to discriminate on the grounds of sex or marriage. Discrimination occurs when a condition, or requirement is applied which cannot be justified. ARC CIC fully supports the Sex Discrimination Acts.

Direct Sex Discrimination occurs when a person is treated less favourably on the grounds of sex than a person of the other sex would be in the same circumstances.

Indirect Sex Discrimination may still occur when a requirement or condition is applied equally to men and women. Such a condition may nevertheless discriminate against one sex because the proportion of one sex, which can comply with it is much smaller than the proportion of the other sex that can comply with it.

Marriage Discrimination occurs when a married person is treated less favourably on the grounds of marital status than an unmarried person of the sex would be in the same circumstances, this discrimination may be direct or indirect as explained above.

Sexual Harassment

ARC CIC wishes to make it quite clear that sexual harassment is unlawful and views harassment very seriously.

The definition adopted by ARC CIC is:

Repeated and unwanted verbal or sexual advances, sexually explicit derogatory statements or sexually discriminating remarks which are offensive to the worker involved, which cause the worker or volunteer to feel threatened, humiliated, patronised or harassed or which creates a threatening or intimidating environment.

Racial Discrimination

The Race Relations Act 1976 makes it unlawful to discriminate against a person directly or indirectly in the field of employment. ARC CIC fully supports the Race Relations Act.

Direct discrimination consists of treating a person differently and less favourable on the grounds of their racial origin.

Indirect discrimination consists of treating everyone the same but in a way, which results in some people not being able to comply where others from another racial background can.

Demands of Religion (e.g. prayer times and religious holidays) and of culture (traditional dress) are accepted.

Racial Harassment

It is imperative that employees and volunteers are aware of legal commitments under Race Discrimination legislation and of its opposition to all forms of racism. Incidents include:

- Physical assaults/threats against a person or group because of colour or ethnicity.
- Racist insult/joke/name calling.
- Racist graffiti/any other written insult.
- Provocative behaviour (e.g. wearing racist badges or insignia).
- Racial comments in meetings conversation/workshops.
- Attempting to recruit for racist organisations or groups.
- Racist literature (leaflets, comics, magazines) brought into the organisation's premises.
- Providing a platform for racism.

Sexuality

As ARC CIC is an equal opportunities organisation it is fully committed to the following policy provision. ARC CIC will seek to overcome indirect discrimination by:

- Acknowledging the existence of LGBTQ+ either as employees, volunteers or service users.
- Provision of information about relevant support organisations.
- Provision of regular training for all employees/volunteers.
- Offering training opportunities for our service users.
- Making clear its expectations of staff in the conduct of their duties in any circumstances where they represent ARC CIC.

People who are known (or perceived) to be LGBTQ+ regularly experience harassment, verbal or physical assault in many areas of their lives including the workplace. ARC CIC will not tolerate this direct discrimination.

Disability

The Disability Discrimination Act 1995 introduces new laws and measures aimed at ending the discrimination which many disabled people face. ARC CIC supports the Disability Discrimination Act.

It is against the law for an employer or voluntary organisation to treat a disabled person less favourably than someone else because of his or her disability, unless there is good reason. This applies to all employment matters (including recruitment, training, promotion and dismissal.)

It is unlawful to victimise people or to knowingly help another person to discriminate. ARC CIC wishes to encourage opportunities for people with disabilities and/or mental health issues.

Annex 2: Diversity, Equality and Inclusion Policy Programme of Action

During 2020 the Black Lives Matter movement raised the issue of widespread discrimination in our society against black people in particular, but also against Black and Minority Ethnic (BAME) groups more generally. The unprovoked murder of George Floyd in the US on May 25th 2020 led to a huge uprising in British society. Many of our staff, volunteers, directors and session participants were moved to reflect on their own personal attitudes and privileges, as well as inquiring into ARC's organisational approach to dealing with the issues of diversity and inclusion.

As a result, we reviewed our Equal Opportunities Policy to include Diversity and Inclusion as core aspects and in September 2020 we ran a Mental Health and Cultural Awareness Training for staff and volunteers engaged in mental health related projects. But there is still room for further action.

Currently, participation in ARC's projects, and representation amongst staff, workers directors and volunteers does not reflect the racial diversity within our community. Based on the 2011 census, 11.5% of the population of Warwick District are not white British (<https://apps.warwickshire.gov.uk/api/documents/WCCC-1014-240>). The largest group that is not white British is Asian making up 4.6% of the population (3% Indian origin). The Black population (all origins) constitutes 0.8% of the total. This data is almost 10 years old and BAME populations are likely to have increased in that time. ARC must take action to better represent minority populations amongst our staff, workers, directors, volunteers or participants.

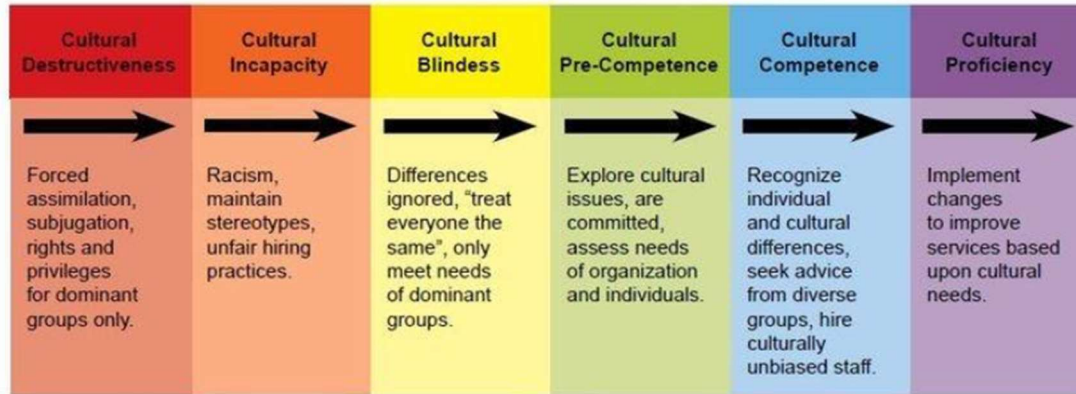
Widespread evidence shows that BAME are more likely to experience mental health problems but are less likely to access mental health services. They may experience racism in their personal lives which can in turn have a negative effect on overall health and mental health. BAME communities are also often more likely to experience poverty, higher unemployment, and contact with the criminal justice system. Due to systemic racism they may face challenges accessing or receiving appropriate professional services. Furthermore, in some communities mental health is rarely spoken about which may also be a barrier to engaging with services.

The present Programme of Action aims to guide ARC in directing time and resources towards addressing any bias within our organisation and helping us to provide better services to all of our community.

This Cultural Continuum is a useful visual to demonstrate our intention. In October 2020 ARC placed itself at a point of Cultural Pre-Competence. The following Actions will help us to move towards Cultural Proficiency over the next 12 months and beyond. (Source: Equality and Inclusion Partnership (EQuIP))

Cultural Continuum

Continuum of Cultural Competency



ARC has identified the following areas for action to aid us in moving towards Cultural Competence and Cultural Proficiency

ACTIONS	RESPONSIBILITY AND TARGET DATE	PROGRESS
Make all staff, workers, volunteers and Directors aware of our Diversity, Equality and Inclusion Policy and its relevance to their role.	Kath – end November 2020	To be repeated in early 2023
Provide relevant cultural awareness training or other forms of guidance to staff and volunteers to ensure they are able to fulfil their roles effectively.	Kath to follow up with Ecotherapy team. Kristie to follow up with TW team and Matt.	Focus for ARC Staff meeting in early 2023
Seek to recruit ARC volunteer(s) from the BAME community to help with understanding and outreach.	Kath, Tree and Kristie – March 2021	Some success but still seeking someone to help with outreach.
Encourage applicants from BAME community when recruiting a new member of Board of Directors.	All directors – March 2021	New directors recruited in 2022 however not from BAME community. Ongoing
Review language / photos etc in the promotion materials for Ecotherapy and Tallis Wood services for possible redesign.	Kath, Tree and Kristie – December 2020	Initial review and changes made in 2020. Ongoing reviews/ updates e.g change of language in DEI policy in 2022
Look at new places to advertise our services to better reach BAME communities, e.g. places of worship, Equip Bulletin, etc.	Kath, Tree and Kristie – January 2021	Ongoing
Identify and meet BAME groups to talk directly about our organisation and services	Kath, Tree and Kristie – March 2021	Some progress with Ahmadiyya Muslims association links with Foundry Wood and Children’s Forest. Ongoing