

**Woking Community Transport
Equal Opportunities and Diversity Policy**

1. Policy Statement

Woking Community Transport (WCT) is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. This Policy aims to remove unfair and discriminatory practices within WCT and to encourage full contribution from its diverse community. WCT is committed to actively opposing all forms of discrimination. Due to the legal requirements of our S.19 (Road traffic act 1985) operational permit, our clients will have a disability of some kind in order to qualify for the service. At the time of registration and subsequent booking, care must be taken to establish if there is any particular issue that WCT needs to know, to enable the customer to receive the best possible service at the point of delivery.

2. Objectives of this Policy

- 2.1 To prevent, reduce and stop all forms of unlawful discrimination in line with the Equality Act 2010. <https://www.legislation.gov.uk/ukpga/2010/15/contents>
- 2.2 To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, qualifications, experience, skills and productivity.

3. Designated Officer

Name: Debbie Clarke
Position: Office Manager
Telephone Number 01483 744802

4. Definition of Discrimination

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. Discrimination may be direct or indirect, and includes discrimination by perception and association.

5. Types of Discrimination

5.1 Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

5.2 Indirect Discrimination

This is the application of a policy, criterion or practice which the employer applies to all employees but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- The employer cannot justify the need for the application of the policy on a neutral basis; and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

Example: A requirement that all employees must be 6ft tall if that requirement is not justified by the position would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement.

5.3 Harassment

This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

5.4 Victimisation

This occurs when a person is treated less favourably because they have brought or intend to bring proceedings or they have given or intend to give evidence.

6. Unlawful Reasons for Discrimination

6.1 Sex

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women and those undergoing or intending to undergo gender reassignment. Sexual harassment of men and women can be found to constitute sex discrimination.

Example: Asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

6.2 Age

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

6.3 Disability

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to any services and ability to be employed, trained, or promoted as a non-disabled person.

6.4 Race

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

6.5 Sexual Orientation

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, heterosexual or bisexual.

6.6 Religion or Belief

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

7. Inclusion

Inclusion has to do with people with different identities feeling and/or being valued, leveraged, and welcomed within a given setting (whether that's a team, workplace, or industry). Long-time Diversity, Equity, and Inclusion educator, Verna Myers, said: "Diversity

is being asked to the party. Inclusion is being asked to dance.” Inclusion isn’t a natural consequence of diversity. You can have a diverse team of talent, but that doesn’t mean they feel welcomed or valued or are given opportunities to grow

8. Positive Action in Recruitment

Under the Equality Act 2010, positive action in recruitment and promotion applies as of 6 April 2011. ‘Positive action’ means the steps that WCT can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within WCT.

If WCT chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

9. Reasonable Adjustments

WCT has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- 9.1 Making adjustments to premises;
- 9.2 Re-allocating some or all of a disabled employee’s duties;
- 9.3 Transferring a disabled employee to a role better suited to their disability;
- 9.4 Relocating a disabled employee to a more suitable office;
- 9.5 Giving a disabled employee time off work for medical treatment or rehabilitation;
- 9.6 Providing training or mentoring for a disabled employee;
- 9.7 Supplying or modifying equipment, instruction and training manuals for disabled employees; or
- 9.8 Any other adjustments that WCT considers reasonable and necessary provided such adjustments are within the financial means of WCT.

If an employee has a disability and feels that any such adjustments could be made by WCT, they should contact the Designated Officer.

10. Responsibility for the Implementation of this Policy

All employees, subcontractors and agents of WCT are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment or

victimisation on the grounds of their race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

The co-operation of all employees is essential for the success of this Policy. Senior employees are expected to follow this Policy and to try to ensure that all employees, subcontractors and agents do the same.

Employees may be held independently and individually liable for their discriminatory acts by WCT and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered as a result of discriminatory acts.

WCT takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.

11. Acting on Discriminatory Behaviour

In the event that an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to WCT's policy on disciplinary and grievance procedures (see attached).

12. Advice and Support on Discrimination

Contacts include:

Equality and Human Rights Commission

3 More London
Riverside Tooley Street
London
SE1 2RG

Telephone (England): 0845 604 6610
Website: www.equalityhumanrights.com

Citizens Advice Bureau

Provincial House
26 Commercial Way

WOKING
Surrey
GU21 6EN

Telephone: 01483 541666
Fax: 01483 776350
Email: bureau@wokingcab.org
Web site: www.windowonwoking.org.uk/wokingcitizensadvicebureau
Website: www.citizensadvice.org.uk

Community Legal Services Direct

Telephone: 0845 345 4 345
Website: www.clsdirect.org.uk

13. The Extent of the Policy

- 13.1 WCT seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees. WCT offers services in a fashion that complies with the spirit of this Policy.
- 13.2 This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with WCT.
- 13.3 WCT reserves the right to amend and update this Policy at any time.



Disciplinary
Code.docx



Grievance
Procedure.doc

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