



FJSS GROUP

EQUALITY

& DIVERSITY POLICY



FJSS GROUP EQUALITY AND DIVERSITY POLICY

The Fair Justice System for Scotland Group is committed to fostering equality, diversity, and inclusion among our staff and volunteers, and eliminating unlawful discrimination.

The aim of our organisation is to ensure that our staff and volunteers are representative of all the sections of society in Scotland and for each one of them to feel respected and to be able to realise their full potential.

In championing the work that we do, our organisation is also committed to fight against any unlawful discrimination of our any member of our teams, our service users or the members of the wider public who interact with our programs and activities.

THE OBJECTIVE OF THIS POLICY

The main objectives of this policy are the following:

- To provide equality, fairness, and respect for all in our staff and volunteers, whether short term, long term, temporary, part-time, or full-time team members.
- To fight any unlawfully discrimination based on the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation.
- To oppose and avoid all forms of unlawful discrimination including pay and benefits, terms and conditions of employment and volunteering, dealing with grievances and discipline, dismissal, redundancy, leave for parents and carers, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.

THE ORGANISATION'S COMMITMENT

Among other things, our organisation is committed to the following:

- To foster and encourage equality, diversity, and inclusion in the workplace as basic forms of good practice and great sense of community within the organisation.
- To create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- To engender the sense of ownership among staff and volunteers through training managers and all other team members about their rights and responsibilities under the equality, diversity, and inclusion policy.
- To inculcate a sense of responsibilities among staff and volunteers to conduct themselves in a way that helps the organisation to provide equal opportunities in employment without discrimination on any basis.

- To ensure that all staff and volunteer understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment and volunteering, against fellow employees or volunteers, customers, service users and the public.
- To take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organisation's work and programs.
- To ensure that such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- To ensure that staff and volunteers understand that sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations.
- To ensure that in addition to the above, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- To make opportunities for training, development, and progress are available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- To ensure that all decisions concerning staff are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- To review employment and volunteer services policies, practices, and procedures where necessary to ensure fairness, and to update them and the policy to take account of changes in the law.
- To monitor the make-up of the workforce and volunteer compliment regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability, to encourage equality, diversity, and inclusion, and in meeting the aims and commitments set out in the equality, diversity, and inclusion policy.
- To monitor and assess how the equality, diversity and inclusion policy, and any supporting action plans, are working in practice, reviewing them annually, and considering and taking action to address any issues.

ORGANISATIONAL PROMISE

The equality, diversity, and inclusion policy are fully supported by the organisation's senior management and has been agreed with employee and volunteer representatives.

The details of the organisation's grievance and disciplinary policies and procedures are available on request from the office, and this includes with whom an employee or volunteer should raise a grievance – usually their line manager.

The use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.