

EMDR ASSOCIATION

COMPANY NUMBER: 07428145
CHARITY NUMBER: 1140865

EQUALITY AND DIVERSITY POLICY

1. Who must comply with this policy?

This policy applies to all persons working for EMDR Association or on our behalf in any capacity, including employees at all levels, trustees, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

2. About this policy

EMDR Association is committed to developing an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued.

We recognise that people with different backgrounds, skills, attitudes and experience bring fresh ideas and perceptions and we wish to encourage and harness these differences to make our services more relevant and approachable. We recognise that this will enhance our effectiveness in carrying out our work.

We aim to be truly representative of all sections of society and for all persons connected with the charity to feel respected.

The purpose of this policy is to provide equality, fairness and respect for all trustees, employees, volunteers, beneficiaries and those other stakeholders.

3. Policy statement

EMDR Association is committed to ensuring that no trustee, member, job applicant, volunteer, staff member or service user is discriminated against directly, indirectly, by association or perception because of disability, gender (including transgender / gender reassignment), race, colour, nationality, ethnic or national origin, marital status or civil partnership, responsibility for dependents, sexuality, pregnancy or maternity, age, trade union activity, political or religious, agnostic or atheist beliefs and (unrelated to the post) criminal convictions.

EMDR Association recognises the positive value of diversity, promoting equality and fairness, and challenging discrimination. We are committed to ensuring that we treat all our people with dignity and respect and will not tolerate any form of harassment, victimisation or discriminatory behaviour. Staff and volunteers will be supported to challenge unwanted behaviours.

The Charity will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all the Charity's policies and procedures, not just those specifically connected with equal opportunities and diversity.

4. Staff and volunteers

We recognise the benefits of having a diverse workforce and will continually take steps to ensure that:

- We endeavour to recruit from the widest pool of qualified candidates possible.
- Employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit.
- Where appropriate, positive action measures are taken to attract applicants from all sections of society and especially from those underrepresented in the workforce.
- Where appropriate and necessary, lawful exemption (genuine occupation requirements) will be used to recruit suitable staff to meet the special needs of particular groups.
- All staff are encouraged to achieve their full potential.

5. Complaints

The Charity will treat seriously all complaints under this policy made by trustees, members, staff, volunteers, service users or other third parties and will take appropriate action.

All complaints will be investigated in accordance with the Charity's grievance, complaints or disciplinary procedure, as appropriate and the complainant will be informed of the outcome in line with these procedures.

The Charity does, however, encourage individuals to resolve misunderstandings and problems informally wherever possible, depending on the circumstances. Whether dealt with informally or formally, it is important for persons who may have caused offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being over sensitive. It is the impact of the behaviour, rather than the intent, that counts and that should shape the solution found both to the immediate problem and to preventing further similar problems in the future.

6. Monitoring

The Charity will monitor and record equality and diversity information about members, staff and volunteers, including trustees.

We will store equal opportunities data as confidential personal data and restrict access to this information. Equal opportunities information will be used exclusively for the purposes of equal opportunities monitoring and will have no bearing on opportunities or benefits. At least every three years, we will monitor all elements of:

- Recruitment and selection processes (including profiles of successful and unsuccessful job applicants).
- Promotions and transfers.
- Training.
- Terms and conditions of employment.
- Take up of benefits (e.g. flexible working requests).
- Profiles of complaints under the grievance and disciplinary procedures).

Results of the monitoring will be reported annually to the Board of trustees, as appropriate.

7. Review

This policy will be reviewed every three years or more regularly if we identify any noncompliance or problem or in the light of emerging legislation or best practice that could impact on this policy.

A report of the findings of the review, based on the data and other information collected and evaluated, will be presented to the Board of trustees and appropriate action taken.

Date: 2019/03/23

Date of next review: 2022/03/23