

TOKKO

EQUALITY POLICY

Policy Statement

1. Tokko recognises that discrimination and victimisation is unacceptable and that it is in the interests of Tokko and its employees and volunteers to utilise the skills of the total workforce. It is the aim of Tokko to ensure that no employee, volunteer or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).
2. Our aim is that our workforce and volunteer base will be truly representative of all sections of society and each and all feel respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment, volunteering and membership.
4. All employees, volunteers and members, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees and volunteers will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. We will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of or access to Tokko's goods and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

Our Commitment

- To create an environment in which individual differences and the contributions of all our staff, volunteers and members are recognised and valued.
- Every employee and volunteer is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff and where relevant to volunteers.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.

- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management and will be discussed with appropriate trade unions and/or employee representatives identified as relevant by the staff and then amended accordingly.
- The policy will be monitored and reviewed annually.

Responsibilities Of Management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive and senior managers who will ensure that they, their staff and the volunteers operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- they and all their staff and volunteers are aware of the policy and the arrangements, and the reasons for the policy.
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible.
- proper records are maintained.

The Chief Executive will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic audits and will report annually to the Independent Board of Tokko.

Responsibilities Of Staff

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and volunteers and the attitudes of all are crucial to the successful operation of fair employment practices. In particular, all members of staff and volunteers should:

- comply with the policy and arrangements.
- not discriminate in their day-to-day activities or induce others to do so;
- not victimise, harass, or intimidate individuals or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

Third Parties

Third-party harassment occurs where a Tokko employee or volunteer is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Tokko will not tolerate such actions against its staff and volunteers, and the person concerned should inform their manager or a member of the senior management team at once that this has occurred. Tokko will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Related Policies and Arrangements

All employment policies and arrangements have a bearing on equality of opportunity. The Tokko policies will be reviewed regularly, and any discriminatory elements removed.

Rights Of Disabled People

Tokko attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment).
- include disabled people in training/development programmes.
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Equality Training

Twice yearly briefing sessions will be held for staff and volunteers on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes. Consideration will be given to including the Youth Board Members in the equality training where appropriate. Equality training will be provided specifically to the Youth Board Membership in an appropriate way to ensure that equality is grounded in the values of the organisation.

Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist training.

Monitoring

- Tokko deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole.
- The system will involve the routine collection and analysis of information including special categories of staff data as listed under Article 9 of GDPR.
- There may also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- We will maintain information on staff who have been involved in certain key policies including, disciplinary and grievance.
- Where appropriate **equality impact assessments** will be carried out on the results of monitoring to ascertain the effect of Tokko's policies and our services / products may have on those who experience them.

- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that Tokko, or areas within it, are not representative, or that sections of our workforce are not progressing properly within Tokko, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Tokko policies and practices as well as consideration of taking legal Positive Action.

Grievances/Disciplinary

Employees have a right to pursue a complaint concerning discrimination or victimisation via Tokko's Grievance Procedures.

Discrimination and victimisation will be treated as disciplinary offences, and they will be dealt with under the Tokko Disciplinary Procedure.

Data Protection

Relevant data will be collected to support this policy. Tokko treats personal data collected by workers or applicants for the purposes of equal opportunity monitoring in accordance with our Data Protection Policy. Information about how data is used and the basis for processing personal data is provided in our [Privacy Notices].

Inappropriate access or disclosure of personal data constitutes a data breach and should be reported in accordance with our Data Protection Policy immediately. It may also constitute a disciplinary offence, which will be dealt with under our Disciplinary Procedure.

Implementation, monitoring and review of this policy

This policy will take effect from 1st December 2023. The CEO has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation and may be changed from time to time.

Any queries or comments about this policy should be addressed to CEO.