

# Equality, Diversity and Inclusion Policy

## 1 Introduction

The Stay Club is committed to providing an environment where every individual is treated fairly, is respected, and valued. As an employer, a provider of accommodation, educational spaces and shared workspaces, and a community/business partner, we aim to ensure that equality, diversity and inclusion are embedded in all our functions, operations and activities.

We are committed to providing equality and opportunity for all members of our community regardless of

- Protected characteristics
  - Age
  - Disability
  - Gender Reassignment
  - Marriage and Civil partnership
  - Pregnancy and Maternity (including Paternity)
  - Race (colour, ethnic or national background)
  - Religion or Belief (including non-belief)
  - Sex/Gender
  - Sexual Orientation
- Caring responsibilities for a person with a protected characteristic
- Work pattern (part-time working, fixed-term contract, flexible working)
- Socio-economic background/grouping
- Union activity
- Unrelated spent criminal convictions

## 2 Scope

The policy applies to all members of The Stay Club community including but not limited to staff, residents, contractors and other users of our properties and its spirit must be applied in the way all members of the community treat each other.

### **3 Compliance and guidance**

Key relevant acts and regulations

- Equality Act 2010
- Employment Relations Act 1999
- Human Rights Act 1998
- Rehabilitation of Offenders Act 1974

### **4 Policy aims**

We will seek to

- Encourage equality, diversity and inclusion within our community as they are good practice and make business sense.
- Create a community free of bullying, harassment, victimisation and unlawful discrimination, and promote dignity and respect for all.
- Create a community where individual differences and the contributions of all members of the community are recognised and valued. This commitment includes training managers and employees about their rights and responsibilities. All staff should understand they, as well as The Stay Club, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow workers, residents, clients, suppliers and the public.
- Take seriously complaints of bullying, harassment, victimisation, and unlawful discrimination by all members of the community and any others during The Stay Club's activities. Such acts will be dealt with as misconduct under the grievance and/or disciplinary procedures or under accommodation, rental or other similar agreements, and appropriate action will be taken. Serious complaints could amount to gross misconduct and lead to dismissal without notice or termination of accommodation, rental or similar. Furthermore, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations.
- Make opportunities for training, development, and progression 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.
- Make decisions concerning staff being based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act 2010).
- Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

- Ensure that our premises and/facilities are accessible and that provisions for reasonable accommodations are made to ensure access for people with disabilities as far as reasonably possible.
- Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in this Policy. Monitoring will also include assessing how this Policy and any supporting action plan(s), are working in practice, reviewing them annually or as required, and considering and taking action to address any issues.

## **5 Key roles and responsibilities**

The Stay Club recognises that all its staff, residents and other members of the community have a responsibility to ensure that their actions comply with both the requirements and the spirit of the policy, however the following details the specific responsibilities of key role holders

### **5.1 All staff**

All staff members are responsible for

- Demonstrating behaviour and actions that are inclusive and that do not discriminate unlawfully.
- Cooperating with measures introduced to ensure equality of opportunity and non-discrimination.
- Responding positively to differing needs and circumstances of members of the community and acknowledging and valuing the differences, experiences, and contributions of all members of the community.
- Challenging unacceptable behaviour.
- Raising concerns about unlawful discrimination with their line manager or a trusted manager.

### **5.2 Line managers**

Line managers are responsible for

- Promoting the word and spirit of this policy through their actions.
- Ensuring their staff are aware of this policy and their responsibilities.
- Implementing this policy in the day-to-day management of their staff and business activities.
- Identifying and responding to equality, diversity and inclusion related staff development needs.
- Managing and dealing promptly with issues relating to potential discrimination including seeking appropriate advice as required.

Where issues of discrimination affect other members of the community, the relevant departmental or property manager will assume the responsibilities detailed above eg where an issue affects a resident, the relevant Community Manager and where required the Operations Manager will assume the responsibilities above.

### **5.3 Senior managers**

The Chief Operations Officer and managers who oversee functional areas are responsible for

- Evaluating operational decisions to assess their impact on policy and strategy with reference to the principles of equality, diversity and inclusion.
- Ensuring changes to policy and practice are screened for equality relevance.
- Ensuring compliance with equality legislation.

## **6 Training and competency**

All staff members must complete the following e-learning course

- [Equality and Diversity](#) (to be completed within 1 week of starting employment and to be renewed every 2 years)

## **7 Acknowledgement**

No acknowledgement of this policy is required.

## **8 Monitoring compliance**

All staff should note that non-compliance with this policy could lead to disciplinary actions being taken. Instances of non-compliance should be reported to the relevant manager who will investigate the issue and make required improvements.

The Operations Standards Manager will periodically centrally monitor the performance and compliance of all staff with the policy.

## **9 Data protection**

Personal data under this procedure must be dealt with in line with The Stay Club's privacy policies.