



## EQUAL OPPORTUNITY AND DIVERSITY POLICY

### Context

As an employer and an organisation that has Board Members, independent contractors and volunteers, Compassion UK (CUK) seeks to provide a working environment in which there is equality of opportunity and which is free from discrimination, harassment (including sexual harassment) and bullying. CUK has a separate '**Anti-Harassment & Anti-Bullying Policy**', which deals with these issues.

CUK is committed to ensuring that there is no unjustified discrimination in recruitment, retention, training and development; and that no individual receives less favourable treatment that is unlawful on the grounds of age, disability, gender reassignment, marriage or civil partnership, race, religion or belief; gender, sexual orientation, and pregnancy and maternity ('Protected Characteristics') or offending background.

CUK has made a covenant, together with members of the Compassion Global Partner Alliance to "*undertake holistic child development as an outworking of shared Christian faith.*" CUK's purpose (as expressed in the foundational documents), can be embodied in the phrase: "*Releasing children from poverty in Jesus' name*".

Accordingly, all those in roles that are assessed to be promoting the organisation's Christian ethos and enabling people to experience, explore and express the faith-based motivation of its work, are required to demonstrate an active personal commitment to the Christian faith; be in agreement with and committed to respect and uphold and commit to work within Compassion's Christian faith-based ethos, faith statements and values. People in all other roles are expected to respect, uphold and commit to work within Compassion's Christian faith-based ethos, faith statements and values. For these roles we welcome people of all faiths and none.

Compassion International is a child-focussed ministry that neither tolerates nor condones the abuse or maltreatment of children. Compassion's '**Child Protection Management Policy**' outlines that children experience an elevated vulnerability to the risk of abuse, exploitation and violence throughout childhood. There is a risk that children participating in programmatic activities may experience some form of abuse or maltreatment, resulting in harm to the child. Compassion has rigorous measures that form part of its obligation to take steps to ensure that every child is protected from persons who pose a risk of harm to a child through physical, sexual, emotional, harmful cultural practices, exploitation or neglect.

Accordingly, CUK combines an inclusive and fair policy of recruiting people with a criminal record but with a blanket ban on cautions and convictions of sexual or violent offences against children as listed in Schedule One of the Children and Young Person's Act 1933 and the Home Office Circular 16/2005 consolidated list of offences which can be used to identify 'a person as presenting a risk or potential risk to children'. CUK has



determined that it is proportionate, relevant and legal to ask individuals holding roles at CUK to disclose unspent criminal convictions, offences and cautions and to undergo a basic DBS disclosure.

CUK complies fully with the Disclosure and Barring Service Code of Practice and undertakes to treat all applicants fairly; and not to discriminate unlawfully against any subject of a criminal record check on the basis of a conviction or other information revealed. CUK has a separate “**Policy on Engaging People with a Criminal Record**”, which deals with this issue.

### Purpose

This Equal Opportunity and Diversity Policy reflects both the purposes of CUK and the spirit and intentions of legislation which outlaws discrimination.

### Scope

CUK recognises that successful implementation of the Policy requires clear understanding and commitment throughout its community. In this context, the term “community” refers to all employees, Board members, volunteers and independent contractors.

### Definitions

Word/Term	Definition
Equal Opportunity	The development of practices that eliminate unlawful discrimination and promote fair and equal opportunity for all.
Diversity	The concept of recognition of differences. By understanding and respecting these differences, CUK recognises that it can maximise its success.
Discrimination	Direct Discrimination consists of treating a person more or less favourably than another would be treated in similar circumstances, on the basis of one or more of the factors listed as “protected characteristics” which are considered not relevant to good employment practice.  Indirect Discrimination occurs where a provision, criterion or practice is applied by CUK which places a person at a particular disadvantage when compared with others based on one or more of the factors listed as “protected characteristics”; and which CUK cannot show is a proportionate means of achieving a legitimate aim
Harassment & Bullying	Occurs when a person receives conduct that is unwelcome, unwarranted and causes a detrimental effect. Bullying does not include appropriate criticism of an employee’s behaviour or proper performance management.



Sexual harassment	Unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.
Unspent criminal convictions, offences and cautions	These are convictions, offences and cautions which have not yet reached a set period as defined by the Rehabilitation of Offenders Act 1974 to be removed from an individual's criminal record and will appear on a basic DBS disclosure.
Nepotism	The inappropriate hiring or promotion of household members, close relatives or other connected parties of existing employees, Board Members or volunteers

### Principles

- CUK recognises that people from different backgrounds can bring fresh ideas and skills. It values diversity and welcomes interest from all sections of the community and is committed to build and reinforce a culture where people value each other and treat each other with dignity and respect.
- CUK aims to ensure that people with disabilities are given equal opportunity to enter employment or to become Board Members or volunteers. In so doing, it will fully consider making reasonable adjustments to operating practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, where someone becomes disabled, every effort will be made, through reasonable adjustment, retraining or redeployment as appropriate, to enable them to remain in the service of CUK.
- Entry to employment and promotion or change of post for employees, or the equivalent for Board Members and volunteers within CUK, will be determined by personal merit and ability relevant to the purposes of CUK.
- CUK is committed to keeping requirements and practices under review and to take action, where necessary, in order to facilitate the recruitment, involvement and development from all sections of the community. It welcomes difference and recognises that action may be needed to give everyone a chance to contribute on equal terms within the aims and purposes of CUK.
- Household members, close relatives or other connected parties of employees will not be excluded from working for the organisation or becoming Board Members or volunteers. Nevertheless, nepotism will not be allowed. To operate with transparency and avoid both the existence and the appearance of nepotism to those within or outside the organisation, employment, volunteer service or board membership of household members, close relatives or other connected parties will be managed openly and properly.



- It is the responsibility of every individual, both employee and volunteer, to eliminate discrimination by ensuring the practical application of this policy and reporting incidents of discrimination to an appropriate senior person, such as the Human Resources Director.
- All allegations of discrimination will be treated seriously. Any discrimination is totally unacceptable to CUK and anyone found to be discriminating would face disciplinary action, in accordance with CUK's Disciplinary Procedure.
- Harassment and/or bullying based on any of the factors listed as "protected characteristics" is a form of discrimination. This and any other harassment and/or bullying are totally unacceptable to CUK and any such behaviour is considered a disciplinary offence. All allegations of harassment are treated seriously, and all practicable steps will be taken to prevent the behaviour continuing.

### Associated Policies:

Access documents using CASCADE's Company Document Feature	
Ethos Statement of CUK	Keyword search 'Ethos'
Policy on Posts to be held by Christians	Keyword search 'Christians'
Recruitment & Selection Policy	Keyword search 'Recruitment'
Policy on Engaging People with a Criminal Record	Keyword search 'Criminal Record'
Anti-Harassment & Anti-Bullying Policy	Keyword search 'Anti-harassment'

**This policy will be reviewed every three years. Review history:**

Version	Approval date	Approved by	Details
One	01/08/2008	CUK's Board of Trustees	Reviewed and superseded by Version Two
Two	12/10/2015	CUK's Board of Trustees	Reviewed and superseded by Version Three
Three	30/11/2018	CUK's Board of Trustees	



*Compassion UK reserves the right to review, revise, amend or replace the contents of existing policies and procedures and to introduce new policies and procedures from time to time to reflect the changing needs of the organisation. In cases where policies and procedures or guidelines conflict with related legislation, current related legislation always takes precedence.*

***Please note:** Printing this document may make it obsolete. For the latest version always check CASCADE.*

### COMPASSION UK CHRISTIAN CHILD DEVELOPMENT

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