

## Equality and Diversity Policy

### Document log

No.	Version No.	Date	Name of writer	Notes
1	1	31/10/16	Ali Ahmed	

### Approval Log

This document has been reviewed and approved by the following:

Name	Position	Entity name	Signature	Date

### Statement

We at West London Islamic Cultural Centre recognize that many people in our society experience discrimination or lack of opportunity for reasons, which are not fair. These include:

*Race, religion, creed, color, national and ethnic origin, political beliefs, gender, sexual orientation, age, disability (including mental illness), HIV status, marital status, responsibility for dependants, geographical area, social class, income level or criminal record.*

WLICC is committed to a Policy of Equality and Diversity, which respects the identity rights and values of each individual and opposes all direct and indirect discrimination within the organization. We believe everyone is entitled to a working environment, which promotes dignity and respect. This commitment is not only good management practice but also its rooted in our religious teaching and principles

## **Objectives**

- To deliver equality and diversity throughout organizational policies, procedures and practice and develop an ethos which respects and values all the people
- To challenge discrimination and lack of opportunity and encourage other organizations and individuals to do the same to actively promote equality of opportunity
- To create a culture that respects and values an individual's differences and recognizes that difference/diversity is an asset to our organization both to its work and the people it serves.
- To eliminate all forms of unfair discrimination, bullying, harassment or other oppressive behavior. No form of intimidation, bullying or harassment will be tolerated
- Take positive action to provide encouragement and support to individuals and groups whose progress has been limited by stereotyping and cultural expectations
- To ensure all employees, volunteers, and collaborative partners to be aware and encourage them to support the objectives of this policy
- Promote good relations amongst people within the organizations community and the wider communities within which we work
- Do our best, within available resources, to remove barriers which limit or discourage access to the Company's training provision and activities
- Monitor the implementation, set targets for improvement and evaluate the impact of equality and diversity action

### **Standards and Good Practice**

Equality of opportunity is crucial to good practice in any organization and fairness of opportunity for all is a basic right. *This policy is therefore underpinned by the following values, principles and standards:*

- Active challenge to stereotypes, prejudiced attitudes and unfair discriminatory behavior
- Commitment to the positive development of all staff
- Accountability for compliance with this policy by all employees and others engaged in Company business or activities.

### **Responsibilities**

***The Head of the Organization is responsible for ensuring that:***

- The WLICC implements and follows its equality and diversity policies and codes of practice and meets its legal responsibilities
- A consistent and high-profile lead on equality and diversity
- Promotion of equality and diversity inside and outside the organization
- Policies and procedures are in place to comply with all applicable legislation
- WLICC implements its equality and diversity policies and codes of practice
- Quality audits are carried out in all areas of Equality & Diversity

***Employees and Volunteers are responsible for:***

- Co-operating with the Centre to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination
- Promoting equality and diversity, and avoiding unfair discrimination
- Reviewing on an annual basis the existing policy.

- Challenging, reporting and analyzing any incidents of unfair discrimination, racial, sexual or other stereotyping perpetrated by staff, volunteers and/or visitors.
- Keeping up-to-date with equality law and participating in equality and diversity training
- Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination.

### **Disclosure Procedure**

Every employee, volunteer and visitor has a duty to report instances regarding the unfair or negative treatment and acts of discrimination, either direct or indirect, by any other individual either to themselves or to others. This can be achieved informally by speaking with, or writing to, the Designated Person or a Support Team Member or the Head of the Organization.

### **Disciplinary Action**

Action under the Company's disciplinary procedure will be taken against any employee who is found to have committed an act of improper or unlawful discrimination. Serious breaches of the equal opportunities policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

### **Information Gathering**

Information will be gathered from a variety of sources, which will include:

- Client and staff questionnaires
- Feedback from external agencies and partners
- Analysis of complaints and grievances and their outcomes

### **Monitoring and Review**

*The Head of the Organization working in liaison with staff, volunteers & visitors:*

- Will review this policy on an annual basis whereupon examination of logged incidents will be taken into consideration. Amendments to the policy may be made as appropriate.
- This plan will outline the Centre's key priorities, outcomes and targets to narrow and identify gaps in the experiences of disabled people compared to non-disabled people.
- Ensure progress data towards targets are detailed at Board Meetings on a monthly basis.
- In addition to the company's annual self-assessment process, information gathered from client reviews, evaluations and client perception would be reported regularly at staff meetings.

### **Additional Support**

WLICC senior management are responsible for monitoring and developing the processes and procedures for additional support and providing clear information to staff so that they are able to access this support.

### **Legislation**

*This policy will be implemented within the framework of all relevant legislation, which includes:*

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Race Relations (Amendment) Act 2000

- Race Relations Act 1976 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Disability Discrimination Act 2005
- Employment Equality (Age) Regulations 2006
- The Equality Act 2010