



EQUAL OPPORTUNITIES AND DIVERSITY POLICY

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1 POLICY STATEMENT

YMCA Scotland unreservedly accepts the spirit and intention of the various legislation, regulations (including the Equalities Act 2010 (Specific Duties)(Scotland) Regulations 2012) and codes of practice which separately and collectively outlaw certain kinds of discrimination in employment and, in particular, discrimination on grounds of race, age, marital or civil partnership status, disability, ethnicity, gender, gender reassignment, sexual orientation, pregnancy and maternity, religion or belief. YMCA Scotland also accepts the guidance contained within the UNCRC and reflect these principles within this policy.

YMCA Scotland will oppose and avoid all forms of unlawful discrimination including pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

YMCA Scotland also accepts the guidance contained within the UNCRC and reflects these principles within this policy.

Therefore, in all its areas of work and responsibilities, YMCA Scotland recognises the need for and supports wholeheartedly the following policy of equal opportunities and diversity.

Staff should read this policy in conjunction with YMCA Scotland Employee Handbook.

2 MISSION STATEMENT

YMCA Scotland is a Christian organisation committed to building the capacity of local YMCAs in creating opportunities for the spiritual, physical, social and emotional growth and development of young people and communities of all faiths and none.

3 AIMS & PURPOSES

The YMCA is a Christian Movement

At its centre are Christians who, regarding Jesus Christ as Lord and Saviour, desire to share their faith with others and make Him known, believed, trusted, loved, served and exemplified in all human relationships. It welcomes into its fellowship persons of other religious faiths and of none.

Accordingly, the YMCA stands for:

- A world-wide fellowship based on the equal value of all persons
- Respect and freedom to all, tolerance and understanding between people of different opinions
- Active concern for the needs of the Community
- United effort by Christians of different traditions

The YMCA aims to:

- Provide a welcome to members for themselves, in a meeting place which is theirs to share, where friendships can be made and counsel sought
- Develop activities which stimulate and challenge its members in an environment that enables them to take responsibility and find a sense of achievement
- Involve all members in care and work for others
- Create opportunities for exchanging views, so that its members can improve their understanding of the world, of themselves and of one another

EQUAL OPPORTUNITIES & DIVERSITY POLICY

This Equal Opportunities & Diversity Policy reflects both the Aims and Purposes of the YMCA and the spirit and intentions of legislation that outlaws discrimination in any form, including direct discrimination, discrimination by association, perception discrimination, indirect discrimination, harassment and harassment by a third party. The YMCA recognises and values the diversity that people from different backgrounds can bring along with fresh ideas and skills and is committed to building and supporting a culture where people value each other and treat each other with dignity and respect. This reflects articles 2 and 14 of the UNCRC principles which protects children and young people from discriminatory practices and seeks to promote their freedom of thought, belief and religion.

As an employer of paid staff and an organisation which has Board Members and volunteers, the YMCA aims to ensure that no individual receives less favourable treatment on the grounds of sex, marital or civil partnership status, race, colour, nationality, ethnic origin, disability, age, sexual orientation, religion or belief, gender, gender reassignment, pregnancy and maternity or responsibility for dependants or is in any way disadvantaged by conditions or requirements which cannot be shown to be justified. YMCA Scotland also recognises and acknowledges the impact of systemic racism and works to address these to ensure that anti-racist practice is embedded throughout our work. This is important in ensuring that we develop an organisation in which all children, young people and adults have their human rights respected and fulfilled.

The YMCA 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 disabled persons are 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 the YMCA. Likewise in the spirit of the UNCRC principles, YMCA would seek to make reasonable adjustments that would enable any children or young people with disabilities or additional needs to participate and engage with YMCA services.

Entry to employment and promotion or change of post for paid staff, or the equivalent for Board Members and volunteers, within the YMCA is determined by personal merit and ability relevant to the Aims and Purposes of the YMCA.

The YMCA is committed to keep requirements and practices under review and to take action where necessary in order to facilitate the recruitment, involvement and development of paid staff, Board Members and volunteers from all sections from 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 the YMCA.

The Aims and Purposes of the YMCA express its ethos as an ecumenical Christian Movement. Accordingly, all those in roles which are assessed to be central in promoting the Movement's Christian ethos and enabling people to experience, explore and express the faith-based motivation of its work, are required to demonstrate a commitment to the Christian faith. Job descriptions for these posts will be assessed to determine any faith based Genuine Occupational Requirement and this will be clearly stated in the job description and recruitment advertising. People in all other roles are expected to respect the Movement's faith-based ethos and uphold its values. For these roles we welcome people of all faiths and none.

It is the responsibility of every individual, both staff and volunteer, to eliminate discrimination by ensuring the practical application of the equal opportunities policy and reporting incidents of discrimination to an appropriate senior person.

All allegations of discrimination will be treated seriously. Any discrimination is totally unacceptable to the YMCA and anyone found to be discriminating would face disciplinary action.

Harassment on the grounds of disability, pregnancy and maternity, race, age, marital or civil partnership status, disability, gender reassignment, sexual orientation, colour, nationality, ethnic origin, gender and

religion or belief is a form of discrimination. This and any other harassment are totally unacceptable to the YMCA 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.

B. POLICY IMPLEMENTATION

The success of an Equal Opportunities and Diversity policy depends on the commitment of all those who have responsibility for staff members, volunteers and of staff members themselves. As expressed in the policy statement, it is the responsibility of every individual to eliminate discrimination and to ensure the practical application of this policy.

It is one of the prime tasks of the Executive Committee and all staff to promote and encourage effective and ongoing implementation of the Equal Opportunities and Diversity policy.

Implementation is principally about two things – making the policy known and understood and ensuring that the principles are applied in all areas of work.

To this end YMCA Scotland recognises that successful implementation means adherence to the following aspects:-

- the designation of responsibility for the oversight of the policy.
- the communication of the policy to make it known and understood; the provision of training for all.
- the implementation of procedures to ensure that discrimination, however slight, does not occur – harassment, employment of the disabled.
- the implementation of a procedure for handling complaints of discrimination, including harassment, and ensuring that people are aware of it, how it works and how to use it.
- giving proactive consideration to ways of promoting and facilitating the employment, development and contribution of staff* from all sections of the community.
- keeping requirements and practices under review and to take action where necessary in order to facilitate the recruitment, involvement and development of staff* from all sections of the community.
- the collation of statistics and analysis of them in order to monitor the effectiveness of the policy and to determine the nature of any corrective action.

It is recognised that embracing diversity is primarily about examining and changing attitudes and organisational culture; policies and procedures alone will not address the issues involved. Staff and volunteers need to be aware of the less obvious types of discrimination which result from general assumptions and pre-conceptions about the capabilities, interests and characteristics of individuals.

****the policy implementation principles apply equally to the treatment of Board Members and volunteers.***

5 HARASSMENT POLICY

We believe that every individual should be treated with dignity and respect. Accordingly, any harassment, whether intentional or unintentional, is totally unacceptable to YMCA Scotland.

In our respect for each other, we are all responsible for challenging all forms of harassment.

Harassment is unwanted behaviour that causes distress and annoyance to the victim. It can bring about fear, stress, anxiety and demoralisation in the victim and damage, tension and conflict which harassment creates make for an unpleasant working environment for all.

Sexual and racial harassment are commonly recognised forms of harassment. However, people can be subjected to harassment on other grounds including:-

ethnic origin, nationality and skin colour, sexual orientation, disabilities and learning difficulties, age, health, physical characteristics, religion and personal beliefs.

Harassment may be persistent or an isolated incident and may be directed towards one or more individuals. It can range from extremes, such as assault, to less obvious forms like ignoring someone.

Other forms include:-

Physical contact, jokes, offensive language, gossip, slander, letters, emails, posters, graffiti, obscene gestures, isolation or non-co-operation and exclusion from social activities, coercion for sexual favours, intrusion by pestering, spying and stalking.

Harassment will be treated as a serious disciplinary offence; it may result in dismissal. In certain circumstances, harassment may be a criminal offence.

Staff and volunteers should not ignore behaviour that makes them or others feel uncomfortable but take appropriate action so that the behaviour stops. For example, minor sexual harassment may well be stopped by the victim making it clear to the harasser that the behaviour is unacceptable and must stop.

However, where approaches by the victim have failed or where more serious harassment has occurred the victim should make a formal complaint.

It is best to follow the route outlined in the grievance procedure [contained in the YMCA Scotland Staff Handbook] However, there may be occasions where it would not be appropriate to use this procedure and the complaint should be made to an appropriate senior member of staff or National Council Chairman.

All allegations of harassment will be treated seriously and confidentially and the matter will be thoroughly investigated and dealt with as quickly as possible.

If it is found that an allegation of harassment has been made maliciously, the matter will be treated very seriously and disciplinary action taken against the person who made the allegation.

Whatever the outcome of a complaint of harassment, no-one who has made a complaint should be allowed to suffer victimisation for having made the complaint.

Responsibility for Policy –

Operational Practice: National General Secretary

Executive Responsibility: YMCA Scotland Executive Committee

ACCEPTED AS EQUAL OPPORTUNITIES & DIVERSITY POLICY BY THE EXECUTIVE COMMITTEE AT ITS MEETING ON 20 SEPTEMBER 2023

SIGNED _____ National Council Chairman

SIGNED _____ National General Secretary

This policy will be reviewed at 18-month intervals.

Appendix 1

EQUAL OPPORTUNITY IN EMPLOYMENT

You need to be aware that the Organisation is committed to the principle of equal opportunity in employment.

Accordingly, YMCA Scotland will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of disability, race, colour, nationality, ethnic or national origin, religion or belief (excluding those posts with a Genuine Occupational Requirement for Christian faith), age, trade union membership or non-membership, sexual orientation, gender or marital or civil partnership status, pregnancy or being a part-time or fixed term worker.

The Organisation's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

YMCA Scotland will strive to successfully meet these objectives by:

- not discriminating in the course of employment against employees or job applicants
- not inducing or attempting to induce others to practise unlawful discrimination; and bringing to the attention of employees that they will be subject to action under the Disciplinary and Dismissal Procedure for discrimination of any kind.

YMCA Scotland staff and volunteers can contribute to the success of this policy by:

- not discriminating against fellow employees, customers, suppliers or members of the public with whom you come into contact during the course of your duties
- not inducing or attempting to induce others to practise unlawful discrimination; and
- reporting any discriminatory action to your Line Manager

The successful achievement of these objectives necessitates a contribution from everyone and staff and volunteers have an obligation to report any act of discrimination known to them.

If you consider that you are a victim of unlawful discrimination you may raise the issue through the Grievance Procedure.

Appendix 2

ANTI-HARASSMENT

YMCA Scotland recognises the right of every employee and volunteer to work in an atmosphere free of harassment and to complain about it should it occur. The Organisation agrees to take appropriate steps to promote such a workplace, and you can contribute by adhering to this policy.

It is against the principles of this Organisation for any employee or volunteer to harass another employee, volunteer or programme participant in any way. Such conduct will not be tolerated. You will be expected to comply and appropriate action under the Disciplinary and Dismissal Procedure, including dismissal for serious offences, will be taken if it is found that you have harassed a colleague.

WHAT IS HARASSMENT?

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment can take many forms, occur on a variety of grounds and may be directed at an individual or group of individuals. Harassment may occur between people of the same sex or the opposite sex. It is not the intention of the perpetrator but the deed itself and the impact on the recipient that determines what constitutes harassment.

Ultimately, the question which has to be asked is has an individual or group of individuals been treated in a detrimental way on improper grounds?

FORMS OF HARASSMENT

Harassment may take many forms. It can range from extreme forms such as violence and bullying, to less obvious actions like ignoring an individual. Whatever the form of harassment it will be unwanted behaviour that is unwelcome and unpleasant.

STAFF RESPONSIBILITY

All staff are responsible for eliminating any harassment or intimidation of which they are aware. The problem may be resolved by immediate and firm action that will prevent escalation.

Staff should:

- take prompt action to stop harassment as soon as it is identified, in some cases by pointing out that the behaviour is unacceptable
- ensure that offensive or potentially offensive material is not displayed in the work place
- make clear to staff that this kind of behaviour is not acceptable and where appropriate will be treated as a disciplinary matter
- investigate all complaints made by any employee or volunteer against another or others.

PROCEDURE FOR DEALING WITH ALLEGED HARASSMENT

If you believe that you have been the subject of harassment, you should, in the first instance, ask the person responsible to stop the harassing behaviour, as it is unacceptable to you. Person to person reproof at an early stage will often be sufficient to stop the behaviour that is causing the offence without involving third parties.

If you need help or advice, you should seek the involvement of trusted friends. This would still be short of making the matter official by involving your line manager, National General Secretary or National Council Chairman.

If the harassment continues you should take your complaint through the Grievance Procedure. All complaints will be handled in a timely and confidential manner. You will be guaranteed a fair and impartial hearing and the matter will be investigated thoroughly. If the investigation reveals that your complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and prevent its recurrence will be taken. In such circumstances, if relocation proves necessary, every effort will be made to relocate the harasser rather than you as the victim; however, the Organisation will endeavour to relocate you if this is your preference.

You will be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliating against an employee for complaining about harassment is a disciplinary offence.

Whilst this procedure is designed to assist genuine victims of harassment, you should be aware that if you raise complaints that are proven to be deliberately vexatious, you will become subject to proceedings under the Disciplinary and Dismissal Procedure.

Appendix 3

EQUALITY AND DIVERSITY MONITORING FORM

YMCA Scotland is an equal opportunity employer both in the provision of services and as an employer of staff and volunteers. We recognise the benefits of a diverse community and are committed to being an inclusive organisation where everyone is treated with respect, dignity and where there is equal opportunity for all.

To help us monitor our equal opportunity and diversity policy in recruitment and selection procedures, you are requested to complete the following questionnaire.

The information you provide does not form part of the selection procedure; it is used only for monitoring purposes. This sheet will be separated from your application form before short-listing.

Post applied for

Please tick the appropriate box

Gender

Man		Female		Non-binary	
Intersex		Prefer not to say		If you prefer to use your own term please specify here	

Age Range

up to 25 ☐ 26-35 ☐ 36-45 ☐ 46-55 ☐ 56 and over ☐

Would you describe yourself as having a disability or health condition?

Yes		No		Prefer not to say	
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Under the Equality Act 2010 a disability is described as a physical or mental impairment which has a substantial and long0term adverse effect on a person's ability to carry out normal day-to-day activities

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please state here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

Where did you see this vacancy advertised

What is your ethnic group?

Please choose ONE section from A to F, and then circle the appropriate box to indicate your background

A White

British

English

Scottish

Welsh

Northern Irish

Other, please write _____

B Mixed/Multiple Ethnic Groups

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background, please write _____

C Asian/Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, please write _____

D African/Caribbean/Black/Black British

Caribbean

African

Any other African/Caribbean/black background, please write _____

E Other Ethnic Group

Arab

Any other background, please write _____

F Prefer not to say _____

I understand that this information may be stored and processed as part of the YMCA's monitoring of equal opportunities and diversity as part of the recruitment procedure and give my consent for my details to be used for this purpose

Signature.....

Date.....

Appendix 4

Post Applied For	Date of Appointment
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[illegible]

TOTAL			
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Age			
up to 25			
26-35			
36-45			
46-55			
56 and over			
Disabled			
Non Completed Form			