

ETHNIC DIVERSITY AND RACISM POLICY

Introduction

Equality of opportunity and diversity are issues we take very seriously. We are committed to ensuring Rutledge reflects the diversity of modern society at every level.

Overall Aim

Diversity has direct relevance to the co operative values of equality, honesty, openness and social responsibility. Our aim is to develop a culture where the differences between people are valued and the full capabilities of individuals are harnessed and developed to the benefit of staff and the business. Rutledge aims to promote an organisational culture that openly values and accommodates difference and cultural diversity.

Policy objective:

- To endeavour to define ethnic diversity
- To promote awareness of the issue among staff/learners
- To provide an effective procedure for dealing with allegations of racism

What is ethnic diversity?

An ethnic group is any large group of people who share certain cultural traditions and characteristics. These may be common history, language, religion and social values. It is the organisation's belief that all individuals working within Rutledge and training within Rutledge are treated equally whatever their ethnic background or beliefs.

Racism

The Employment Equality Act, which came into force in 1999 outlaws discrimination against people on the grounds of gender, sexual orientation, family or marital status, age, race, religion or disability. Racism will NOT be tolerated in the workplace.

What is Racism?

Racism is when someone thinks skin colour, or religious beliefs make some people better than others. Racists bully people who are different to them. They do this by name calling or violence. Racism is not just a black and white issue. Many people are subjected to it because they look different, speak a different language or have different religious beliefs.

Racism takes many forms. These can include:

- Personal attacks of any kind, including violence.
- Written or verbal threats or insults.
- Damage to property.
- Racist jokes or hurtful remarks
- Racist phone calls or letters.
- It can also be manifested by deliberately snubbing, avoiding or omitting to include a person or persons because of their race, colour, nationality or ethnic origin.

Racism at work may involve:

- Direct discrimination – when you are treated less favourably than a person of another race is in the same circumstances from recruitment, promotion or dismissal to more general treatment. Also when you are physically or verbally harassed or intimidated because of your race.
- Victimisation – according to the legal definition of victimisation you are being victimised if your employer punishes you or treats you unfairly because you have made a complaint about discrimination.
- Harassment –includes racist language, jokes, exclusion and unfair allocation of work (see Anti Bullying, Violence & Harassment Policy)

Racism can have severe effects on the victim and the organisation. The employee will become less focused on their work, become depressed, lack motivation and self esteem. They may also become irritated. All these factors will slow down their efficiency at work and as a result negatively effect the organisation.

Procedure for dealing with racism:

The informal stage:

This stage is appropriate where the employee/learner simply wants the behaviour to stop. Employees/learners can seek to resolve matters informally by:

1. Approaching the alleged accused directly and states that they want the behaviour to stop. This can be done verbally or in writing.
2. Approach the alleged accused with the support of a manager/ mentor.

The formal stage:

If the behaviour continues or if it is not appropriate to resolve the problem informally, it should be raised through the formal complaint procedure as follows:

The employee/learner may raise a complaint with a member of management. Managers who carry out investigations at the formal stage should not be connected in any way with the allegation. Written records of any meetings which take place in regard to the complaint will be held privately by the manager, all proceedings will have written records.

Investigations under the formal procedure

1. A complaint should be made as soon as possible after the incident.
2. The manager will acknowledge receipt of the complaint and arrange to meet the complainant within 3 working days.
3. Once management has effectively analysed the complaint they will clarify and formally record the nature of the complaint and that it is being handled under the formal procedure.
4. The manager must next inform the accused of the complaint. The manager must record the meeting in writing and inform the accused of the nature of the complaint and the procedure that is going to occur.
5. Having obtained all the information possible the manager will consider whether the complaint of bullying is substantiated.
6. The manager will then prepare a written report outlining the facts and will decide whether to initiate the company's agreed disciplinary procedure against any party or to take no further action.
7. Having made a decision this will be communicated in writing to both the accuser and the accused within 15 days of the complaint being made.

Reviewed by: SMT (August 2012)

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