



Equality & Diversity Policy
OCT/OCP
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Document Control Equality & Diversity Policy

Accountable Senior Officer for Policy: Chief Operating Officer

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Department: Oasis Charitable Trust National Services

Changes History

Version	Date	Owned and Amended by	Recipients	Purpose
0.1	26.10.20	Mark Norris	Oasis Zone intranet	Upload agreed updates.

Approvals

This document requires the following approvals.

Name	Position	Date Approved	Version
Dave Parr	CEO of Oasis Charitable Trust	28/09/2020	0.1
Kat Simmonds	Deputy CEO of Oasis Community Partnerships	28/09/2020	0.1
Danielle Welch	COO of OCT and CEO Oasis Hub Waterloo	28/09/2020	0.1
Mark Norris	People Services Manager	28/09/2020	0.1

National/Local Policy

This policy must be localised (see instructions in Appendix)

This policy must not be changed, it is a National Policy.

Position with the Unions

Does the policy or changes to the policy require consultation with the National Unions under our recognition agreement?

Yes

No

Distribution

This document has been distributed to:

Name	Position	Date	Version
Oasis Zone Intranet	Company intranet	26/10/2020	0.1

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Introduction

In setting a policy for equality and diversity the Oasis vision is essential. Our vision is for community – a place where everyone is included, making a contribution and reaching their God-given potential. Our ethos is a statement of who we are and it is an expression of our character. Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do:

- A passion to include
- A desire to treat people equally respecting differences
- A commitment to healthy, open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

It is these ethos values that we want to be known for and live by. It is these ethos values that also shape our policies. They are the organisational values we aspire to. We are committed to a model of inclusion, equality, healthy relationships, hope, and perseverance throughout all the aspects of the life and culture of every Oasis Hub and community.

Everyone who is part of Oasis needs to align themselves to these ethos values. The values themselves are inspired by the life, message and example of Jesus but we make it clear that we will not impose the beliefs that underpin our ethos values. We recognise and celebrate the richness that spiritual and cultural diversity brings to our communities. We respect the beliefs and practices of other faiths and will provide a welcoming environment for people of all faiths and those with none.

The Oasis 9 Habits

The Oasis ethos is aspirational and inspirational and something that we have to constantly work at. It is important to remember that every organisation is made up of its people, and people don't always get things right every day. This means that there can sometimes be a dissonance between what we say we are, as stated in our ethos values, and what we actually do and experience.

Recognising this is helpful because it reminds us that we each have things to work on; we have space to grow, develop and change to become the best version of ourselves. To help us in this process of personal growth and development we have the Oasis 9 Habits. It is our bespoke and unique approach to character development. We know that by living the way of the habits, the Oasis ethos behaviours we aspire to will become second nature to us.

We also believe that this process of continually developing our character and being transformed to become the best version of ourselves is really important for every staff member and student. Therefore, we actively promote and practice the Oasis 9 Habits which are an invitation to a way of life characterised by being compassionate, patient, humble, joyful, honest, hopeful, considerate, forgiving and self-controlled.

We believe that by becoming people who live this way, by becoming the best version of ourselves, we are transformed, and we are also able to play our part in bringing transformation locally, nationally and globally.

1. The Oasis approach to promoting Equality and Diversity

- 1.1. Therefore, at the heart of Oasis is a deep-rooted commitment to inclusion, a desire to treat everyone equally and a respect for differences. To be inclusive we aim to develop an understanding of each other through knowledge, mutual respect, forgiveness and believing the best of one another. Individual rights will be respected and choice will be exercised within a culture of self-control and compassion.
- 1.2. Our vision is enacted through a passion and commitment to include everyone. We believe all our staff, volunteers, students and community members are precious; we prioritise social inclusion and integration in all we do. We model and set high aspirations and expectations for everyone

2. Aims

- 2.1. Our commitment to equality is to all members of the extended Oasis community, including staff, members of the Hub Council, community members, learners, parents/carers, volunteers and visitors.
- 2.2. We recognise that however hard we try to achieve our aims there will be occasions when this is not always possible. We remain committed to our aims and in order to reflect the true diversity of our communities there will be situations when we will intentionally and pro-actively encourage and promote community engagement within particular sectors of our communities.

3. Oasis Equality, Diversity and Inclusion Objectives 2019 - 2022

- 3.1. In light of our vision and ethos Oasis has an established national steering group to implement the following objectives for 2019 - 2022:
 - Celebrating, communicating and promoting equality, diversity and Inclusion in all we do;
 - Designing and facilitating training for staff, volunteers
 - Understanding Oasis – identifying, monitoring and actioning change where needed across the protected characteristics in the recruitment, progression and achievement of our staff, volunteers and students;
 - Promoting and embedding inclusive learning and language;
 - Embedding good equality, diversity and inclusion practice into our daily activities and decision making processes;
 - Identify opportunities to embed equality, diversity and inclusion by conducting equality impact assessments when developing policies or projects.

4. The Equality Act

- 4.1. The Equality Act 2010 details some key equality provisions for the delivery of education and a duty for public bodies, such as Oasis Charitable Trust, to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relationships between different groups (Public sector Equality Duty). There are three key elements:
 - Eliminate discrimination and other conduct that is prohibited by the Act
 - Advance equality of opportunity between people who share a protected characteristic and people who do not share it
 - Foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.
- 4.2. All Oasis subsidiaries are committed to promoting these elements in all that we do.

5. Scope

5.1. This policy applies to all staff and volunteers who are:

- Current employees
- Former employees
- Hub Councillors/Trustees
- Staff who are on atypical contracts, such as agency workers, staff on casual contracts and those on fixed term contracts
- Self-employed staff working personally for Oasis
- Apprentices
- Job applicants
- Volunteers
- Trainees on placement

5.2. The above are collectively referred to as “Staff” in this policy.

5.3. Oasis does not discriminate against staff on the basis of their gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age (the protected characteristics).

5.4. Oasis will meet its statutory obligations under relevant legislation including the Equality Act 2010, which prohibits discrimination, harassment and victimisation in employment. This policy conforms to the Equality Act 2010 and is monitored to ensure compliance with the requirements of the relevant legislation in force from time to time. The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat students, parents, visitors, suppliers and former staff members.

5.5. Every member of staff is required to support this policy to ensure that discrimination does not occur in the workplace. All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not discriminate against or harass other members of staff, regardless of their status.

5.6. This policy does not form part of any employee’s terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at Oasis who are required to familiarise themselves, and comply, with its contents. Oasis reserves the right to amend this policy at any time.

5.7. All Staff must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to this policy and promote Oasis’ Ethos through the aims and objectives with regards to equal opportunities and diversity. Staff will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practise.

5.8. This policy applies to all aspects of Oasis’ relationship with Staff and to relations between Staff members at all levels. This includes:

- Job advertisements;
- Recruitment and selection;
- Training and development;
- Opportunities for promotion;
- Conditions of service;

- Pay and benefits;
- Conduct at work;
- Capability, disciplinary and grievance procedures; and
- Termination of employment.

5.9. Protection from discrimination applies to workers behaviour in the course of their employment for Oasis. This therefore includes all behaviour while at work, at any work-related social functions or gatherings and on business trips either in the UK or abroad.

6. Equality Commitments

6.1. Recruitment and selection

- 6.1.1. All recruitment will be carried out in accordance with Oasis' Recruitment and Selection procedure which is aimed at ensuring that the most suitable candidate is appointed fairly to the job. This policy should be read in conjunction with Oasis Charitable Trust Recruitment and Selection Policy.
- 6.1.2. All advertisements will state that Oasis values equality and diversity. Selection will be based on objective and job related criteria, and the successful candidate will be chosen on their merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate.
- 6.1.3. Applicants are asked to complete an equalities monitoring form as part of their application. This information is separated from the application form, will be used for monitoring purposes only and will play no part in the selection process.
- 6.1.4. Our recruitment and selection practices comply with all appropriate employment law legislation and will be amended to reflect any subsequent legislative changes.

6.2. People Services Policies and Procedures

- 6.2.1. People Services policies and procedures will be reviewed regularly to improve, amend or adapt current practices to promote equality of opportunities at Oasis. People Services policies will be applied consistently and fairly to all staff. In addition, employees at Oasis have access to a range of policies which are designed to support and encourage flexibility and diversity in the work place.

6.3. Staff Training and Development

- 6.3.1. Staff training needs will be identified through informal and formal staff appraisals.
- 6.3.2. All Staff will have access to development opportunities, promotion and training at Oasis.
- 6.3.3. All new employees will be required to complete a range of Induction training courses, including the Equality, Diversity and Inclusion training course on our training zone.
- 6.3.4. The Equality, Diversity and Inclusion Policy is available to all staff on the Oasis Zone Policy Portal.
- 6.3.5. Oasis has a tailored induction programme for new starters who have been out of work due to caring responsibilities.

6.4. Termination of employment

- 6.4.1. Oasis will determine that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

- 6.4.2. Oasis will ensure that absence, capability and disciplinary procedures and penalties are applied without discrimination, and are carried out fairly and uniformly for all Staff, whether that result in formal warnings, dismissal or other action.

7. Rights and responsibilities

- 7.1. All Oasis staff have a duty to treat each other with dignity and respect and in accordance with our ethos and this policy. They must also adhere to Code of Conduct and our Oasis Nine Habits. It is a requirement of our person specification that job applicants have knowledge and understanding of our Equality and Diversity policy.
- 7.2. Oasis will offer training and support to ensure that workers are aware of their rights and responsibilities under this policy, focusing in particular on staff who serve on selection panels, line managers and senior management. All staff will be encouraged to receive training offered on the policy generally and it will be a focus for induction of new employees.
- 7.3. Oasis will also provide procedures for dealing with any concerns or complaints that may arise about equality issues, under our grievance policy and procedure.
- 7.4. The Executive Leadership Team of Oasis is responsible for implementation of the policy and for its regular review and monitoring.

8. Forms of discrimination

- 8.1. Discrimination by or against a member of Staff is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.
- 8.2. Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. For example, rejecting an applicant on the grounds of their gender or race would be direct discrimination.
- 8.3. Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criteria or practice that also puts other people with the same protected characteristic at a particular disadvantage. For example, a requirement to work full time puts women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement will need to be objectively justified.
- 8.4. Harassment related to any protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offense environment for them.
- 8.5. Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.
- 8.6. Disability Discrimination: If a member of Staff is disabled, or becomes disabled, in the course of their employment with Oasis, they are encouraged to tell us about their condition. This is to enable Oasis to support the member of Staff appropriately.
- 8.7. If a member of Staff experiences difficulties at work because of their disability they may wish to contact their Line Manager/Head of Department to discuss any reasonable adjustments to their working conditions or duties which they consider to be reasonable and necessary or which would assist in the performance of their duties.
- 8.8. The Line Manager/Head of Department may wish to consult with the member of Staff and their medical adviser about possible adjustments. Careful consideration will be given to any such proposals and they will be accommodated where reasonable, practicable and proportionate in all the circumstances of the case.
- 8.9. Nevertheless, there may be circumstances where it would not be reasonable for the School to accommodate a particular adjustment and in such circumstances it will

ensure that it provides the member of Staff with its reasons and will try to find an alternative solution where possible.

- 8.10. Oasis will monitor the physical features of its premises to consider whether they place disabled Staff, job applicants or service users at a substantial disadvantage compared to other Staff. Where reasonably practicable and proportionate Oasis will take steps to improve access for disabled Staff and service users.

9. Fixed term employees and agency/temporary workers

- 9.1. Oasis will monitor its use of fixed term employees and agency workers, and their conditions of service to ensure they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. Oasis will also, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

10. Part time workers

- 10.1. Oasis monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. Oasis will also ensure that requests to alter working hours are dealt with appropriately under its Flexible Working Policy.

11. Complaints of Discrimination, Victimisation and Harassment on the Protected Characteristics

- 11.1. Oasis will treat all complaints of discrimination, harassment or victimisation related or connected to any protected characteristics made by its staff, students or third parties seriously and will take action where appropriate.
- 11.2. Any members of Staff who consider that they may have been unlawfully discriminated against, victimised or harassed within the meaning of this policy should discuss the matter in the first instance with their Line Manager/Head of Department or, if they do not consider this to be appropriate, with the relevant Director/CEO. In some cases it may be possible to resolve the matter informally and reach a satisfactory resolution.
- 11.3. If a member of Staff wishes to make a formal complaint they should raise the matter through Oasis' Grievance Policy and Procedure.
- 11.4. Allegations regarding potential breaches of this policy will be treated in confidence and will be investigated in accordance with the relevant procedure and the member of Staff will be given the opportunity to respond to the allegation and provide an explanation for their actions.
- 11.5. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. If Oasis concludes that the allegations are false or have been made maliciously or in bad faith, it will be dealt with in accordance with the disciplinary procedure. Any member of Staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. Oasis takes a strict approach to serious breaches of this policy.
- 11.6. Staff are referred to relevant policies for full details. Copies can be downloaded from the OCT/OCP Policies on the Oasis Zone.

12. Relationship to other policies

- 12.1. This policy affects all aspects of employment with Oasis, from recruitment, terms and conditions of work, training and development, promotion, performance, grievance, discipline, and treatment of workers when their contract or involvement with Oasis has come to an end.
- 12.2. This policy should be read in conjunction with the following policies, where full details of each specific area are given: Remuneration, Recruitment and Selection,

Absence Management, Family Leave and Maternity, Disciplinary, Grievance, Redundancy, Health and Safety, Performance Management and Bullying and Harassment Policy.

13. Implementation and monitoring and review

- 13.1. Oasis National Steering Group will implement this policy and monitor and review its actions.
 - 13.1.1. Oasis will ensure this policy is communicated and available to all.
- 13.2. All new staff will undertake an appropriate induction which covers equality and diversity training.
 - 13.2.1. Undertake an Equal Pay Review on a bi-annual basis.
 - 13.2.2. Oasis will continue to analyse the profile of its current workforce, job applicants and appointments to assist the effectiveness of the policy.
 - 13.2.3. Review this policy on an annual basis or sooner if legislation changes, setting specific targets for action in the next version when benchmark data has been obtained.
 - 13.2.4. All staff to access our Oasis Equality, Diversity and Inclusion portal, sharing best practise, good news stories, our diversity calendar and resources.
- 13.3. We expect all employees and volunteers to abide by the policy and help to create an inclusive environment.

Appendix A - Equal Opportunities Monitoring Form

Oasis Charitable Trust wants to meet the aims and commitments of its Equality Diversity and Inclusion policy. We are actively opposed to discrimination and believe that monitoring our recruitment results will help us assess any areas requiring improvement. In order to assist us with this, we would be grateful if you would complete this form and return it with your application. Oasis undertakes that this form will not be made available to anyone involved in the recruitment and selection of staff and will remain confidential to the People Services Team to be used solely for the purpose of monitoring the effectiveness of our Equality Diversity and Inclusion policy.

Your help in this matter is entirely voluntary and will in no way affect your application.

How did you hear about this vacancy? _____

Post applied for: _____

Date of application: _____

Please indicate your gender: Male / Female / Transgender / Prefer not to say

Please indicate your age range:

16 – 17

31 – 40

61 – 65

18 – 21

41 – 50

66 – 70

22 – 30

51 – 60

71+

Prefer not to say

Ethnic origin is not about nationality, place of birth or citizenship. It is to do with colour and broad ethnic group. UK citizens can belong to any of the groups indicated below.

Would you describe yourself as:

Asian/Asian British. Please select:

Bangladesh / Indian / Pakistani / Any Other

Black/African/Caribbean/Black British. Please select:

Africa / Caribbean / Any Other

Mixed/multiple Ethnic Group. Please select:

White & Black Caribbean / White & Black African / White Asian / Any Other

White. Please select:

English / Welsh / Scottish / Northern Irish / Irish / Gypsy or Irish Traveller / Other

Any other Ethnic Group. Please state: _____

Do you consider yourself to have a disability within the meaning of the Equality Act 2010 (see end of this part of form for definition)?

We fully support the social model of disability and recognise that people with different impairments or medical conditions can experience different barriers.

Do you have a disability? Yes / No/Choose not to declare

If yes, please give details: _____

Are you registered as a disabled person? Yes / No

What is your religion?

*Christian / Buddhist / Hindu / Jewish / Muslim / Sikh / No religion / Prefer not to say/
Other (please detail) _____*

What is your sexual orientation?

Bisexual / Gay man / Gay woman or Lesbian / Heterosexual or straight / prefer not to say.

Disability Definition

The Equality Act 2010 states “A person has a disability if they have a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.”

The Act goes on to state “A person can also qualify if s/he had a disability in the past and/or if s/he was on the register of disabled persons under provisions in the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996”.

DDA 2005. The categories listed above are those recommended by the Commission for Racial Equality. Thank you for your assistance.

Appendix A - Equal Opportunities Monitoring Form

Oasis wants to meet the aims and commitments set out in its equality policy. We are actively opposed to discrimination and believe that monitoring our recruitment results will help us assess any areas requiring improvement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. Oasis undertakes that this form will not be made available to anyone involved in the recruitment and selection of staff and will remain confidential to the People Services Team to be used solely for the purpose of monitoring the effectiveness of our Equality Diversity and Inclusion policy.

We would be grateful if you would complete this form and return it with your application.

Gender Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. What do you believe your ethnicity to be?

..... OR prefer not to say
(Examples are listed below, however your answer is not limited to these)

Asian/Asian British

Indian Pakistani
Bangladeshi Chinese

Black/ African/ Caribbean/ Black British

African Caribbean

Mixed/multiple ethnic groups

White and Black Caribbean
White and Black African
White and Asian

White

English Welsh Scottish Northern Irish
Irish British Gypsy or Irish Traveller

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

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 Oasis People Services Manager if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Asexual Prefer not to say

If you prefer to use your own term, please specify here

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say

If not listed, please specify here