



**Equality, Diversity &
Inclusion 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	31/01/22	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	31/01/2022	0.1
Kat Simmonds	CEO of Oasis Community Partnerships	31/01/2022	0.1
Danielle Welch	COO of Oasis Charitable Trust	31/01/2022	0.1
Mark Norris	OCT People Services Manager	31/01/2022	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	31/01/2022	0.1

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Introduction

The Oasis vision is essential in setting a policy for equality, diversity, and inclusion. 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 must 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. These are our bespoke and unique approach to character development. We know that by living the way of the habits, the Oasis ethos behaviours that 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 important for every staff member, student, resident, and volunteer. 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, Diversity, and Inclusion

- 1.1. 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 aim is to build and transform communities where barriers (systemic and individual) are reduced so that everyone has opportunity, can contribute, can thrive, and can reach their God-given potential. Therefore, our commitment to equality and inclusion is to all members of the extended Oasis community, including staff, members of the Hub Council, community members, learners, parents/carers, volunteers, and visitors.

3. Oasis Equality, Diversity, and Inclusion Objectives 2021 - 2023

- 3.1. In light of our vision and ethos, Oasis has established a national steering group (the One Oasis EDI Forum) to lead in implementing and monitoring the following objectives for 2021 – 2023. At the time of writing, these are our planned objectives for improving practice:
 - To celebrate, communicate and promote equality, diversity and inclusion in all we do;
 - To produce an anti-racism action plan for each subsidiary of Oasis, and to monitor implementation and progress
 - To provide regular training for staff and volunteers, to deepen our understanding and practice of inclusion, including specific training on anti-oppressive practice and anti-racism;
 - To review – and where necessary change – our internal practices and procedures to ensure we are consistent, non-discriminatory, and open at all stages of people’s employment with us; and that our commitment to inclusion is reflected in how we recruit to posts, and how we create opportunity, progression, and pathways to leadership;
 - To introduce Equality Impact Assessments (across all protected characteristics) as standard when developing policies, projects, and procedures – ensuring that we operate through a culture of inclusion;
 - To embed listening as a culture and a posture throughout the organisation, ensuring that a range and diversity of voices are listened to and heard, particularly in decision-making spaces, and that there is accountability for feedback and action. We will do this through the development of staff networks, a community movement forum, youth voice, a staff council, and feedback systems for our boards;
 - To promote inclusive language and representation, and to regularly review our communications (social media, publications, storytelling, fundraising, and

campaigning) to ensure that we are not stereotyping or removing dignity and agency from people.

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 of Oasis Charitable Trust and its subsidiaries Oasis Community Partnerships and Stop the Traffik (referred to hereafter as 'Oasis') 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. Separate policies are in place for the other two subsidiaries of Oasis Charitable Trust, Oasis Community Learning and Oasis Community Housing.

5.3. Oasis will not tolerate discrimination 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).

Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) will also not be tolerated.

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 community members, residents, students and young people, parents, visitors, and suppliers.

- 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, to treat colleagues with dignity at all times, and not discriminate against or harass other members of staff, regardless of their status. If discrimination is found to have occurred, we will take appropriate action in accordance with our disciplinary policy.
- 5.6. 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 of inclusion. Staff will be given appropriate training on equality, diversity, and inclusion, including in relation to recruitment and selection best practice, anti-oppressive practice, and anti-racism.
- 5.7. 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.
- 5.8. Protection from discrimination applies to Staff 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.
- 6.1.5. Our application forms and candidate information packs are available electronically and in hard copy.

- 6.1.6. Where appropriate, we will address under-representation within our workforce by including welcoming and encouraging statements in our job advertisements. For example, our adverts may say: *“We welcome enquiries from everyone and value diversity.”* or *“Applications are welcome from all sections of the community”, “We would particularly welcome applications from under-represented groups”, or “We particularly welcome applicants with relevant lived-experience.”*
- 6.1.7. Job advertisements will be placed in such places and publications as to seek to increase applications from groups currently under-represented within the workforce.
- 6.1.8. We will encourage the employment agencies we engage to draw supply staff from as diverse a pool of workers as possible.
- 6.1.9. Equal opportunities in recruitment and selection training will be a requirement before staff undertake recruitment activities.
- 6.1.10. All applications will be anonymised, and personal information removed before short listing takes place.
- 6.1.11. We will select interview panels including people of differing background, gender, and experience – and will include community members and /or young people on panels where this is relevant to the role being considered.

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 opportunity, diversity, and inclusion at Oasis, and to address any overt, inadvertent, or subtle systems that create or sustain discrimination. People Services policies will be applied consistently and fairly to all staff.

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 equal 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. Training will also be provided (and must be completed) annually for all Staff.
- 6.3.4. The Equality, Diversity and Inclusion Policy is available to all staff on the Oasis Zone Policy Portal.

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 results 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 9 Habits. It is a requirement of our person specification that job applicants have knowledge and understanding of Oasis' commitment to equality, diversity, and inclusion.
- 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 Oasis UK Leadership Team 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 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 offensive 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.

9. Disability Discrimination

- 9.1. If a member of Staff has a disability, they are encouraged to tell us about this, to enable Oasis to support the member of Staff appropriately.
- 9.2. If a member of Staff experiences difficulties at work related to 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.
- 9.3. 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.
- 9.4. Nevertheless, there may be circumstances where it would not be reasonable for the organisation 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.
- 9.5. Oasis will monitor the physical features of its premises, as well as its processes and programmes, to consider whether they place Staff, job applicants or service users

with a disability at a substantial disadvantage compared to others. Where reasonably practicable and proportionate Oasis will take steps to improve access for Staff and service users.

10. Fixed term employees and agency/temporary workers

10.1. 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.

11. Part time workers

11.1. 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.

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

12.1. 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.

12.2. 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.

12.3. If a member of Staff wishes to make a formal complaint, they should raise the matter through Oasis' Grievance Policy and Procedure.

12.4. 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.

12.5. Staff who make such allegations will not be victimised or treated less favourably as a result. If Oasis concludes that the allegations are false and have been made maliciously, this 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.

12.6. Staff are referred to relevant policies for full details. Copies can be downloaded from the Policies sections on the Oasis Zone.

13. Relationship to other policies

13.1. 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.

13.2. 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.

14. Implementation and monitoring and review

14.1. OCT Senior Management Team (led by the CEO) will implement this policy and monitor and review its actions on an annual basis, with input from the One Oasis EDI forum.

14.2. Oasis will ensure this policy is communicated and available to all.

14.3. All new staff will undertake an appropriate induction which covers equality, diversity, and inclusion training and an understanding of this policy.

14.4. All Staff are expected to abide by the policy and help to create an inclusive environment.

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, diversity, and inclusion.

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