



Friends of Refugees London Equality, Diversity, and Inclusion policy

Friends of Refugees London (FoRL) is committed to encouraging equality, diversity and inclusion throughout the organisation, and to ensuring no unlawful discrimination is committed within the organisation or against its clients.

The aim is for FoRL to be truly representative of all sections of society and our clients, and for each client, volunteer, and staff member to feel respected and heard.

1. Purpose of this policy

This policy's purpose is to:

- a) Provide equality, fairness and respect for all in our organisation, whether employed, voluntary, temporary, part-time or full-time
- b) Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership status
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation.
- c) Not discriminate on grounds not covered by the Act, including but not limited to immigration status, socio-economic status, and trades union activity.
- d) Oppose and avoid all forms of unlawful discrimination. This includes in:
 - selection for voluntary work, employment, promotion, training or other developmental opportunities
 - terms and conditions of volunteering and employment
 - dealing with grievances and discipline
 - dismissal for volunteers and employees
 - pay and benefits
 - redundancy
 - leave for parents
 - requests for flexible working.

2. Our commitments

FoRL commits to:

- Encourage equality, diversity and inclusion in its operations as part of its commitment to human rights.
- Work to foster good relations between groups from different backgrounds and protected characteristics. We will encourage opportunities for social interaction between refugees, asylum-seekers, and vulnerable migrants (where appropriate) and other local people and work to counteract misinformation.
- Work to protect our clients from discrimination, hate crime, stereotyping, and intimidation.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and volunteers are recognised and valued.
 - This commitment includes training staff and volunteers (including trustees) about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include representatives conducting themselves to help the organisation provide equal opportunities in employment and volunteering, and prevent bullying, harassment, victimisation and unlawful discrimination.
 - All staff and volunteers should understand they, as well as the organisation, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment or volunteering, against fellow volunteers, employees, clients, partners, suppliers and the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, employees, clients, partners, suppliers and the public and any others in the course of the organisation's activities.
 - Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
 - Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- Make opportunities for training, development and progress available to all volunteers and staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the organisation's ability to serve its clients.

- Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment and volunteering practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the paid and voluntary workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
 - Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

3. Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by FoRL trustees and it is expected that all trustees, staff, and volunteers are committed to its delivery.

4. Our disciplinary and grievance procedures

Details of FoRL's grievance and disciplinary policies and procedures can be found [here](#). This includes with whom a volunteer or an employee should raise a grievance – usually their volunteer manager or line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.