

Common Room North Ltd Equality & Diversity Policy and Procedure

Last updated: June 2025

We are committed to reviewing and updating our policies every 2 years.

Review due: June 2027

Policy Summary

Common Room North Ltd is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

Our aim is that each employee or others who engage with our work and projects feels respected and able to thrive. To that end the purpose of this policy is to set out how we will provide equality and fairness for all in our employment practices, in the work we undertake, and in the provision of all our services to the children and young people, parents, carers and professionals with whom we engage and not to discriminate on any of the protected grounds (age, disability, gender/gender reassignment, race/ethnic origin/nationality, religion or belief, sex, sexual orientation, marital or civil partnership status, pregnancy or maternity).

This policy takes full account of all the UK legal requirements relating to employment, goods and services which outlaw direct or indirect discrimination, discrimination by association and harassment on any of the protected grounds, and victimisation of any person who has asserted their rights under the relevant legislation.

Application of this policy is the responsibility of every staff member of Common Room.

Common Room's commitment is to:

- develop and maintain an organisational ethos which is supportive, fair and free from discrimination
- deliver employment practices which provide equal opportunities for staff and potential staff from all sectors of the community
- cultivate an environment in which individual differences and the contributions of all our staff are recognised and valued
- regard all breaches of this policy as misconduct, potentially leading to disciplinary proceedings
- provide induction training and awareness sessions as required for all staff members on this Equality & Diversity Policy and related best practices, ensuring a shared understanding of responsibilities and effective application.
- ensure this policy is readily accessible to all staff, volunteers, and participants through staff shared folders, website, and induction materials.

Common Room North Ltd Equality & Diversity Policy and Procedure

Employment

Common Room is committed to a fair employment and equal pay. Common Room will not discriminate on the basis of any of the protected grounds in the allocation of duties between staff employed in similar roles or with comparable job descriptions. All employees will be considered solely on their merits for career development and promotion with equal opportunities for all. Terms and conditions of employment and benefits will all be reviewed to ensure that there is no unlawful discrimination against any group.

Disciplinary and grievance procedures are based on recommended national practice and their working will be monitored carefully by the Director to ensure they are being applied fairly. This monitoring will include a regular review of anonymised case data and periodic discussions with relevant staff to identify trends and ensure consistent application.

Recruitment

Common Room will assure a recruitment and selection process which is as objective as possible

- Advertisements for jobs will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the job, and will be provided in such a manner that does not restrict any group.
- Recruitment literature will not imply a preference for one group of applicants. If however there is a genuine occupational qualification that limits the post to one particular group, this will be clearly stated and objectively justified.
- All job descriptions and person specification will only include requirements that are necessary and justifiable for the effective performance of the job.
- All selection will be thorough, conducted on an objective basis and staff appointed on the basis of merit. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked of all candidates.

Monitoring

Common Room will undertake equal opportunities monitoring across all its work. Staff, volunteers and participants will be actively encouraged to complete the online Equal Opportunities monitoring form anonymously. This encouragement will occur during induction, at the commencement of new projects, and through regular internal communications and reminders.

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This information will be used by Common Room to ensure it is effectively engaging with a broad spectrum of society as appropriately reflects the work that is being undertaken. The information received via the monitoring will be reviewed on a project by project or annual basis as appropriate by the Director and the project lead and will direct any future promotion of posts or projects as necessary to ensure the work we undertake is relevant, inclusive and accessible to all.