



# Equality, Diversity and Dignity at Work Policy

## Authorised:

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## **Equality, Diversity and Dignity at Work Policy**

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**Bethel Baptist Church Pontyclun. Registered Charity No. 1187499**

Bethel Baptist Church is committed to protecting data privacy and will process your personal data in accordance with current data legislation. Your data will only be used for purposes relating directly to your volunteering activity. It will only be seen by personnel responsible for your volunteering. It will not be sold or passed to any other organisation.

A full data privacy statement for volunteers is available on request.

# **Equality, Diversity and Dignity at Work Policy**

## **Introduction and Our commitment**

Bethel Baptist Church is committed to providing equality of opportunity in employment and volunteering and to avoiding unlawful discrimination in employment and against those it serves and supports, whether direct or indirect.

The aim of this policy is to ensure that no job or volunteer applicant, or employee or volunteer receives less favourable treatment on the grounds of age, disability, gender reassignment, sex or sexual orientation, marital or civil partnership status, race, religion or belief, pregnancy or maternity leave or trade union membership, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance (see occupational requirements). It also seeks to ensure that no person is victimised or subjected to any form of bullying or harassment. No form of intimidation, bullying or harassment will be tolerated.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees and volunteers are covered by this policy, and it applies to all areas of employment or volunteering including recruitment, selection, training, deployment, career development, and promotion.

We actively review and seek to continuously improve the observable working conditions of individuals who work for us to ensure they feel fairly rewarded, heard and represented, secure and able to progress in a healthy, inclusive working environment where their rights are respected.

The Trustees and Leadership Team will have responsibility for implementing and monitoring the equality, diversity and dignity policy, and as part of this process, all our people policies and procedures are administered with the objective of promoting equality of opportunity and fairness.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals at Bethel Baptist Church as it seeks to develop the abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with trustees and the leadership team, individuals at all levels in every capacity whether employed,

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volunteering or serving have a responsibility to treat others with dignity and respect.

The personal commitment of everyone to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout Bethel Baptist Church. We seek to go further than simple compliance, by promoting a fair, safe and inclusive culture.

### **Occupational Requirement**

There are some posts within Bethel Baptist Church where an Occupational Requirement exists for the post holder to be a practicing Christian and to live in accordance with the recognised beliefs of Christians in the Baptist denomination. Each post will be reviewed in detail before it is advertised to confirm whether or not an Occupational Requirement exists for that post.

Where it can be clearly demonstrated that the nature of the employment or volunteering requires membership of, or links with, a Baptist church or Christian commitment and this requirement is so stated, Bethel Baptist Church shall be entitled to have regard to any such requirement.

Where the nature of the employment or volunteering has specific occupational requirements, these shall be stated in any advertisements or literature and taken into consideration when appointing.

### **Equality of Opportunity in the recruitment, development and promotion of employees and volunteers**

We will apply our policy to our recruitment and employment/volunteering practices in the following ways:

- All reasonable efforts will be made to ensure recruitment advertisements or literature are brought to the attention of potentially disadvantaged groups.
- Applicants for posts will be given clear, accurate and sufficient information to enable them to assess their own suitability for a post.

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- All persons responsible for the recruitment and promotion of employees/volunteers will be given information and/or training to enable them to comply with our Equality of Opportunity, Diversity and Dignity at Work Policy, and we will ensure that during the course of the appointment procedure due care is taken by those persons to comply with this policy. Applicants will not be asked about health or disability before a job offer is made. Where necessary, job offers or voluntary roles can be made conditional on a satisfactory medical check, subject to any reasonable adjustments.
- The application of any recruitment, promotion and training policies will be solely on the basis of job requirements and where appropriate occupational requirements are the individual's ability and fitness for that work.
- Recruitment, promotion and training policies and procedures will be monitored to ensure they do not operate against our Equality of Opportunity, Diversity and Dignity at Work Policy
- Opportunities for training or development will be open to all employees and volunteers where appropriate and feasible; and all employees will be encouraged to take advantage of these opportunities. Where specific qualifications, development or approvals will be required for the role, this will be specified and agreed on in any contractual terms.

### Dignity at work

We at Bethel Baptist Church are committed to creating a work environment where every individual whether employed, volunteering or receiving a service is treated with respect, fairness, and courtesy, free from harassment, bullying, or discrimination. It involves fostering a culture of inclusion, valuing diverse perspectives, and ensuring that everyone feels safe, supported and able to perform to the best of their abilities whether employed or as a volunteer.

**Bullying** is the repetitive, intentional hurting of one person or a group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal, or psychological, that is either

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offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or cause physical or emotional harm to someone. It can be face-to-face or online.

**Harassment** is unwanted behaviour that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment, it is related to a protected characteristics as outlined above listed in our equal opportunities policy. Our policy extends to sexual harassment and third-party harassment. It can be harassment even if that effect was not intended by the individual or group responsible for the behaviour. A single incident can be harassment if it is sufficiently serious.

### **Reporting issues or concerns**

All allegations or concerns raised will be taken seriously and dealt with respectfully. They will also be dealt with in confidence to the extent that this is practical and appropriate in the circumstances. Bethel Baptist Church will not ignore or treat lightly grievances or concerns from employees or volunteers, where appropriate we will try and resolve matters informally. There are times where people are unaware of the impact their behaviour is having and that they would like it to stop, where they feel able employees or volunteers may be able to approach the person or group, or with the support of someone else connected with Bethel Baptist Church.

Bethel Baptist Church encourages employees or volunteers to speak up including if they witness something they believe is not in line with the aims and commitments in this policy.

If an informal approach does not resolve matters, or the employee or volunteer believes it to be too serious to be dealt with informally, they can make a formal complaint using the Bethel Baptist Church's complaints procedure.

All complaints will be investigated promptly and, if appropriate, disciplinary proceedings will be implemented and where the findings of the disciplinary hearing uphold the allegations or complaints against the alleged bully/harasser, appropriate action and sanctions will be taken.

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The employee or volunteer will have the right to be accompanied by a work colleague or other companion of their choice at any meeting dealing with their grievance as will any individual allegations or concerns have been raised against. They will be kept informed of the general progress of the process of the investigation and the outcome of any disciplinary proceedings. All grievance and disciplinary proceedings must be kept confidential and should not be discussed outside of any formal process.

Acts of discrimination, harassment, bullying or victimisation against colleagues, within or outside of Bethel Baptist Church are disciplinary offences, if upheld. Conduct of this type will often be gross misconduct which can lead to dismissal without notice.

Bethel Baptist Church will treat complaints of bullying, harassment, and/or discrimination sensitively and maintain confidentiality to the maximum extent possible. The employee or volunteer has a right not to be victimised for making a complaint in good faith, even if the complaint is not upheld. However, making a complaint under false pretenses or a vexatious allegation may lead to disciplinary action.

### **Your responsibilities**

Every employee or volunteer is required to help Bethel Baptist Church to meet its commitment to provide equality of opportunity in employment and in the provision of service and avoid unlawful discrimination. Everyone should familiarise themselves with this policy and the behaviour expected.

Bethel Baptist Church will undertake a full review of its ministries and the makeup of the team members in accordance with the diversity of the church membership and the communities it serves.

Bethel Baptist Church will review this policy on an annual basis and update as and when the legislation changes, to be in full compliance.

Adopted by the Board of Trustees 08/07/2025.

