
1. Policy statement

1.1 Unity of Migrant Workers (UMW) recognises that discrimination and victimisation are unacceptable and that it is in the interests of the organisation and its staff, volunteers and service users to utilise the skills of the widest possible community.

1.2 It is the aim of UMW to ensure that no employee, volunteer, trustee, member, service user or job applicant receives less favourable treatment (either directly or indirectly) on the grounds of any protected characteristic:

- age
- disability
- gender or gender reassignment
- marriage or civil partnership
- pregnancy or maternity
- race (including colour, nationality and ethnic or national origin)
- religion or belief
- sex
- sexual orientation.

1.3 Our aim is that our workforce, volunteers and members are truly representative of all sections of the communities we serve, and that each person feels respected, safe and able to contribute their best.

1.4 UMW opposes all forms of unlawful and unfair discrimination and victimisation. The purpose of this policy is to provide equality, fairness and dignity for all in our employment, volunteering and services.

1.5 All employees and volunteers, whether part-time, full-time, sessional or temporary, will be treated fairly and with respect. Selection for employment, volunteering, promotion, training or any other benefit will be based on aptitude, skills and ability.

1.6 All employees and volunteers will be helped and encouraged to develop their full potential and the talents and resources of the workforce and volunteer team will be fully utilised to maximise the effectiveness of the organisation.

1.7 Our staff and volunteers will not discriminate directly or indirectly, or harass customers, clients, participants or visitors because of a protected characteristic in the provision of UMW's services and activities.

1.8 This policy and the associated arrangements operate in accordance with statutory requirements. Full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, Government departments and other statutory bodies.

2. Our commitment

UMW is committed to:

- Creating an environment in which individual differences and the contributions of all staff, volunteers, trustees and members are recognised, respected and valued.
- Ensuring every person is entitled to a working and volunteering environment that promotes dignity and respect. No form of intimidation, bullying or harassment will be tolerated.
- Ensuring training, development and progression opportunities are available to all staff and volunteers, as appropriate to their roles.
- Promoting equality, diversity and inclusion in the workplace and in our services, as good practice and as essential to our mission and values.
- Reviewing our employment and volunteering practices and procedures to ensure fairness and compliance with equalities legislation.
- Treating breaches of this policy as misconduct which may lead to disciplinary or other formal action.
- Ensuring this policy is fully supported by senior management and the Board of Trustees.
- Monitoring and reviewing this policy and associated procedures regularly.

3. Responsibilities of management

3.1 Responsibility for ensuring the effective implementation and operation of this policy rests with the Chief Executive and the Board of Trustees (or Management Committee).

3.2 Managers and supervisors (including project leads and coordinators) must ensure that they and their teams operate within this policy and take all reasonable and practical steps to prevent discrimination and harassment. In particular, each manager will ensure that:

- All staff and volunteers are aware of this policy, understand the arrangements, and are aware of the reasons for the policy.
- Grievances and concerns relating to discrimination, harassment or victimisation are treated seriously and dealt with fairly, sensitively and as quickly as possible.
- Appropriate and accurate records of incidents, complaints and actions taken are maintained, in line with our Data Protection and Confidentiality policies.

3.3 The Chief Executive and/or delegated officers will be responsible for monitoring the operation of this policy in respect of employees, volunteers and applicants, including periodic reviews and reports to the Board of Trustees.

4. Responsibilities of staff and volunteers

4.1 Responsibility for ensuring that there is no unlawful discrimination rests with all staff, volunteers and trustees. The attitudes and behaviours of individuals are crucial to the successful operation of fair and inclusive practices.

4.2 All staff and volunteers must:

- Comply with this policy and related procedures at all times.
 - Not discriminate in their day-to-day activities or encourage or induce others to do so.
 - Not victimise, harass or intimidate other staff, volunteers, trustees, service users or community members who have, or are perceived to have, a protected characteristic.
 - Ensure no individual is discriminated against or harassed because of their association with another person who has a protected characteristic.
 - Inform their manager, supervisor or a designated safeguarding/equality lead if they become aware of discriminatory practice, behaviour or decisions.
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5. Third parties

5.1 Third-party harassment occurs where an employee, volunteer or trustee is harassed by a third party (for example, a client, customer, contractor or member of the public) and the harassment is related to a protected characteristic.

5.2 UMW will not tolerate such actions against its staff, volunteers or trustees. Any person who experiences such harassment should inform their manager, supervisor or a designated officer immediately.

5.3 UMW will investigate the incident fully and take all reasonable steps to ensure such harassment does not happen again, including where appropriate refusing service to individuals, ending contracts, reporting matters to partner agencies or the police, and providing appropriate support to the person affected.

6. Related policies and arrangements

6.1 All UMW policies and arrangements related to employment, volunteering and service delivery have a bearing on equality of opportunity. These may include (but are not limited to):

- Recruitment, selection and induction
- Volunteering policy
- Safeguarding policies
- Bullying & Harassment policy
- Grievance and Disciplinary procedures
- Health & Safety policy
- Data Protection and Confidentiality policies

6.2 These policies will be reviewed regularly and any identified discriminatory elements will be removed or amended.

7. Rights of disabled people

7.1 UMW attaches particular importance to the rights and needs of disabled people and people with long-term health conditions.

7.2 Under this policy, managers are required to:

- Make reasonable adjustments to maintain the employment or volunteering of a person who becomes disabled or whose condition changes. This may include adjustments such as altered duties, training, provision of special equipment, changes to working hours or location. Managers are expected to seek advice and guidance from external agencies, occupational health or specialist organisations where appropriate.
- Include disabled staff and volunteers in training and development opportunities, making reasonable adjustments to ensure access.
- Give full and proper consideration to disabled people who apply for jobs or volunteering roles, having regard to making reasonable adjustments for their particular aptitudes and abilities so they can carry out the role.

8. Equality training

8.1 UMW will provide regular briefing sessions and/or training for staff, volunteers and trustees on equality, diversity and inclusion issues, and on this policy. These will be repeated as necessary and updated to reflect changes in legislation and good practice.

8.2 Equality information will be included in staff and volunteer induction programmes.

8.3 Specific training will be provided for managers and anyone involved in recruitment, selection, supervision or disciplinary/grievance processes, so they understand their responsibilities under this policy.

9. Monitoring

9.1 UMW states its clear intention not to discriminate and expects this to be translated into consistent practice across the organisation. To support this, a monitoring system will be maintained to measure the effectiveness of this policy and its arrangements.

9.2 Subject to data protection requirements and consent, monitoring may involve the collection and analysis of anonymised information on staff and volunteers by:

- gender
- marital or civil partnership status
- ethnic origin
- sexual orientation

- religion or belief
- disability status
- role, grade and length of service.

9.3 There will be regular assessments to consider whether recruitment, internal progression and access to training and development opportunities provide equal opportunities for all groups.

9.4 UMW will maintain information on staff and volunteers who have been involved in certain key procedures, such as Disciplinary, Grievance and Bullying & Harassment, to identify any concerning patterns or disproportionality.

9.5 Where appropriate, equality impact assessments will be carried out on the results of monitoring to consider the effect that UMW's policies and services may have on different groups.

9.6 All information collected for monitoring purposes will be treated as confidential, stored securely and used only for the purposes of promoting equality and meeting legal obligations.

9.7 If monitoring shows that UMW, or parts of it, are not representative, or that some sections of the workforce or volunteer team are not progressing appropriately, an action plan will be developed to address these issues. This may include:

- Reviewing recruitment and selection procedures
- Reviewing policies and practices
- Considering the use of lawful positive action measures.

10. Grievances and discipline

10.1 Employees and volunteers have the right to raise a complaint concerning discrimination, harassment or victimisation through UMW's Grievance, Complaints and/or Harassment procedures.

10.2 Allegations of discrimination, harassment or victimisation will be taken seriously, investigated promptly and handled sensitively.

10.3 Discrimination, harassment or victimisation will be treated as a disciplinary matter and will be dealt with under UMW's Disciplinary Procedure, which may result in disciplinary action up to and including dismissal or the ending of a volunteering arrangement.

11. Review

11.1 The effectiveness of this policy and associated arrangements will be reviewed at least annually, or sooner if there are significant changes in legislation, guidance or organisational structure.

11.2 The review will be carried out under the direct supervision of the Chief Executive and/or the Board of Trustees (Management Committee), with recommendations reported to the Board for approval.

12. Designated officer and organisation details

Designated Officer for Equality & Diversity:

Name: **Ali Kilinc**

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Review date: April 2026

Organisation details:

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