



**Making IT
good for society**

BCS, The Chartered Institute for IT

Equality, Diversity and Inclusion Policy

October 2017

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1. Aims of the Policy

BCS recognises and values people's differences and will assist them to use their talents to reach their full potential. We will do all we can to ensure we recruit, train and promote people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that BCS complies with its obligations under equality legislation and demonstrate its commitment to treating people equally and fairly.

Using fair and objective employment practices, the organisation aims to ensure that:

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees, members/volunteers or by people (third parties) who are not employees of BCS such as customers or clients.
- All employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic¹ or because others perceive that they have a particular Protected Characteristic, even if they do not.

2. Scope of the Policy

The policy applies to all our functions and activities in relations to the following groups of people:

- Job applicants
- Employees
- Agency temps
- Students on work experience or placements
- Service users

The policy applies to all stages of employment including recruitment and selection, promotion and training. The policy also applies to any subcontractors and partners we work with. Any breach of this policy will be dealt with through the appropriate procedures and line management channels.

¹ Please see the list of Protected Characteristics on page 2

3. Policy Statement

BCS is committed to promoting equality, fairness and eliminating discrimination in its role as an employer, a membership society and as a service provider. We aim to create an organisation that respects and values each other's differences, and encourages individuals to develop and maximise their true potential. We are committed, wherever practicable, to achieving and maintaining a workforce that broadly reflects the local community in which we operate.

We will strive to ensure our recruitment processes for employment and membership are fair and equitable and that we do not discriminate against anyone on the grounds of any of the protected characteristics:

- Age
- Disability
- Race
- Religion or belief
- Sex
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity and,
- Sexual orientation

We oppose all forms of unlawful and unfair discrimination. All our employees- whether part-time, full-time or temporary- volunteers and members will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be based on their skills and ability.

We will work to create an organisational culture where people are able to express their individual identities and celebrate diversity. People must feel confident and supported to challenge attitudes and behaviours which are deemed biased, discriminatory or disrespectful. We want to embed our BCS values² throughout the organisation. It is only by accepting and valuing diversity that we enable people to achieve their full potential

We will do all we can to ensure no one receives less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

4. Responsibilities

All employees and members (including trustees) of BCS have a duty to act within this policy, ensuring that it is followed and to draw attention to any suspected discriminatory acts or practices, through line management or the complaints procedure.

² Please see BCS Values Statement on our Equality, Diversity and Inclusion page on the Green Room under BCS People.

Responsibility for promoting awareness of this policy and monitoring its implementation rests with the Executive Team. Breaches of this policy by employees may be dealt with under BCS disciplinary procedures.

Employees, members and trustees could also be personally liable under equality legislation for any act of unlawful discrimination.

5. Implementation of the Policy

All staff, trustees and members will be involved in creating an equality environment, one that values diversity. In implementing this policy, the organisation will carry out the following actions:

Valuing our workforce

BCS will recruit and retain a motivated and professional workforce which reflects the diversity of the wider community. To that end, we will:

- Use selection criteria that does not unlawfully discriminate in recruitment and promotion procedures;
- Ensure entry to employment or progression within it to be based on merit;
- Provide equal opportunities in recruitment, training, promotion or transfer of employees;
- Ensure that every individual is assessed according to his or her personal capability to carry out a given job/role;
- Ensure that all employees are given equal treatment regarding terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value;
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures;
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment tasks and opportunities. Ensure our HR policies are effective and reviewed regularly.
- Act robustly to challenge and eliminate harassment, bullying or prejudice;
- Support staff and member associations;
- Regularly review our workforce monitoring figures and take action where disproportional or negative impact is shown in relation to complaints from staff;
- Use a variety of different methods to attract and retain staff from all backgrounds and ethnicity;
- Comply with all equalities related employment legislation;
- Provide Assistive Technology and other services for staff with specific needs;
- Train staff in equality and diversity issues to enable them to carry out their jobs in a way that reflects the core values of the organisation;
- Encourage open and honest discussion about issues which support personal development and a learning culture;

6. Communications

BCS will communicate the policy to job applicants, employees and members by:

- Making available a copy of the policy to prospective applicants on our website;
- Ensuring all new starters have the opportunity to discuss the policy with line managers/ colleagues;
- Making use of team meetings to discuss the policy and defining areas where practice could be improved;
- Providing non-discrimination selection training for managers who are recruiting;
- Providing Equality and Diversity training and guidance to staff and members (including trustees);
- Including reference to complying with the policy in staff terms and conditions, and membership agreements;
- Incorporating specific responsibilities into job/role descriptions;

7. Monitoring the Policy

This policy will be monitored to gauge its effectiveness and identify areas for improvement.

Monitoring will cover employees and members and service users (clients). Methods used for monitoring will include:

- Capturing diversity data from candidate during the recruitment process,
- Monitoring all training, promotion, grievance and disciplinary cases,
- Monitoring complaints from members and service users,
- Monitoring how services are accessed by clients

The information captured through monitoring will be anonymised and will simply be used for business decision making to promote equality and inclusion. The organisation will fully comply with Data Protection legislation. The information gathered can be benchmarked against the baseline population statistics for catchment areas, other service users or other similar organisation.

8. Reporting Discrimination

Employees who feel that they have suffered any form of discrimination should raise the issue through their line manager or the BCS grievance procedure. (BCS Grievance Policy and Procedure is found on the Green Room under BCS People, Working@BCS.)

Employees, volunteers and service users should also use the complaints policy if they feel that they have been the subject of harassment from someone who is not an employee of BCS. BCS will not tolerate any harassment from third parties towards its employees, members or service users and will take appropriate action to prevent it happening again.

If an employee or member witnesses a behaviour that they find offensive in relation to any protected characteristics, even if it is not directed at them, they should raise a complaint against it through the appropriate channels.

9. Review

This policy will be reviewed every two years by the Head of HR and the Head of Policy and Campaigns to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.



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