

DOCUMENT REFERENCE	HR/POL/019	ISSUE	5	DATE	30/10/2020	REVIEW DATE	30/10/2021
--------------------	------------	-------	---	------	------------	-------------	------------



## MAG EQUAL OPPORTUNITIES POLICY

### POLICY STATEMENT

MAG's vision is to work towards a safe future for men, women and children affected by conflict and insecurity. We know from our work across the world that discrimination exists on many levels and can seriously affect an individual's opportunities in life. Discrimination can exacerbate poverty, marginalisation and inequality and lead to increased vulnerability. To deliver change, we must be fully committed to reducing discrimination in the ways we work, valuing differences and maximising them to achieve our goals.

Therefore, MAG is committed to equal opportunities in employment regardless of marital status, gender, sexual orientation, disability, colour, race, religion or belief, nationality, ethnicity or age.

### PURPOSE

This policy sets out MAG's position on equal opportunities in all aspects of MAG's work. This includes all aspects of programme management (e.g. design, implementation, monitoring, evaluation) and employment (e.g. recruitment, promotion and training). MAG strives toward preventing discrimination on the grounds of race, marriage or civil partnership, gender reassignment, religion or belief, disability, pregnancy or maternity, age, sex and sexual orientation.

### SCOPE

This policy applies to all MAG employees, consultants, contract workers, agency workers, trustees and volunteer workers. The policy also applies to job applicants, potential applicants and former employees in relation to how they will be treated by MAG.

### DEFINITIONS

**Protected characteristics:** the Equality Act 2010 identifies nine protected characteristics relating to discrimination which are as follows: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Discrimination can be direct, indirect, associative or perceptive:

- **Direct Discrimination:** occurs when someone is treated less favourably than another person because of a protected characteristic they have.
- **Indirect discrimination:** occurs where a policy applies to everybody, but has a disproportionate impact on people with a protected characteristic.
- **Associative discrimination:** is discrimination against a person because they have an association with someone with a particular protected characteristic.
- **Perceptive discrimination:** is discrimination against a person because the discriminator thinks the person possesses that characteristic, even if they do not in fact do so.

**Harassment:** the Equality Act 2010 defines harassment as *'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'*.

**Victimisation:** occurs where someone is treated less favourably because they have made / supported a complaint or grievance against an individual, or because they are suspected of doing so.

### APPLICATION

All employees at MAG should be respected, provided with development and progression opportunities, and work in an environment that enables them to make the most of their abilities.

All employees have a responsibility for implementing this Policy, by setting an example to others and by promoting equality of opportunity throughout MAG. Leaders and managers in particular, have a responsibility to role model a culture of equality of opportunity.

MAG is opposed to all forms of unlawful or unfair discrimination and sees the value of equality in the workplace. It will strive to ensure that:

- there is no discrimination against any person on the basis of a protected characteristic when they apply for jobs.
- all promotions and appointments are made on the basis of ability to do the job.
- no employee or prospective employee of MAG will receive unfair or unlawful treatment due to a protected characteristic.

MAG will:

- Seek to break down any barriers to equality of opportunity which may prevent employees realising their full potential.
- Promptly and fully investigate all complaints of discrimination, harassment and victimisation, taking appropriate action where necessary.
- Ensure that all employees are fully informed of this policy.
- Monitor the composition of MAG and the effects of its recruitment practices.

### **Programme Management**

- Equality of opportunity will be considered at all stages of programme design, implementation, monitoring evaluation and management.

### **Recruitment and promotion**

- Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of a protected characteristic.
- Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational requirement which limits the post to a particular group or where MAG is actively encouraging a greater balance of staff within a particular occupational area. In each case this will be clearly stated.
- All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- Where it is necessary to ask questions relating to personal circumstances as part of the selection process, these will be related purely to job requirements and asked to all candidates.
- Where applicable, reasonable adjustments to the application procedures shall be made to ensure that applicants are not disadvantaged because of their disability.

### **Employment**

- MAG will not discriminate on the basis of a protected characteristic in the allocation of duties between employees employed at any level with comparable job descriptions.
- MAG will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign, retraining, flexible hours, and/or redeployment.
- Intimidation, harassment and bullying will not be tolerated and will lead to disciplinary action. Details of how allegations of harassment and bullying will be tackled are covered in MAG's separate 'Dignity at Work' Policy.
- Gender pay gap monitoring will be conducted on a regular basis as part of reward activities.

### **Training**

- Employees will be provided with appropriate training regardless of personal characteristics. All employees will be encouraged to discuss their career prospects and training needs with their manager and as part of MAG's Performance Management process.

## **Implementation**

- All new employees will be made aware of this policy as part of their induction.
- All MAG employees are obliged to report any concerns they have about discriminatory practice that could relate to a breach of MAG's policy.
- Anyone wishing to seek advice or clarification about this policy should speak to a member of the Human Resources team who will advise about further procedures if required.
- Any employee who believes they are suffering any kind of discrimination should utilise the grievance procedure and contact a member of the Human Resources Team.
- Disciplinary action will be taken against any employee who is found to have committed any act of discrimination including harassment, and a serious breach of this Policy may be treated as gross misconduct.

## **REFERENCES**

This Policy must be read in conjunction with:

Gender Statement

Policy on Personal Conduct

Safeguarding Framework

Protection of Children and Vulnerable Adults Policy

Dignity at Work Policy

Recruitment and Selection Policy

Disciplinary and Grievance Policy

Reward Policy

Plus guidance on local customs and national legal requirements in the country of operation.

## **APPROVAL AND DATES**

This policy was approved by the Leadership Team, the HSC and the Board of Trustees.

This version of the policy takes effect on 1<sup>st</sup> January 2021 and will be reviewed in 12 months' time at the October 2021 Board meeting.

## **POLICY OWNER**

Director of People and Organisational Development Director