

Equality Policy

Last updated 31st August 2018

Working with integrity is one of the fundamental values of Triangle and applies to all aspects of our relationship with our employees, clients and the work we deliver. This includes equality of opportunity.

This policy document sets out our responsibilities in two sections – section 1 for customers or the public, and section 2 specifically for employees.

1 SECTION 1: OUR POLICY FOR CUSTOMERS OR THE PUBLIC

- A. Triangle is committed to treating our customers (practitioners or other professionals who are licensed to use our tools and products), service users who use our tools and products, and the general public in a fair and equitable way
- B. We will not unlawfully discriminate based on the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- C. With regards to disability, we commit to fulfilling our reasonable adjustments duty under the Equality Act 2010, the object of which is to avoid as far as possible by reasonable means the disadvantage which a disabled person experiences because of their disability
- D. We are committed to taking reasonable means to:
 - Avoid a provision, criterion or practice that puts disabled people at a substantial disadvantage
 - Avoid physical features that put a disabled person at a substantial disadvantage; this includes removing the physical feature in question, altering it or providing a reasonable means of avoiding it
 - Provide an auxiliary aid where without one, disabled people would be put at a substantial disadvantage
- E. Where the duty arises, we understand that the issue is whether or not the adjustment is 'reasonable' and if it is we cannot justify a failure to make it
- F. We commit to the duty in an anticipatory and continuing way. We commit to thinking about and taking reasonable and proportionate steps to overcome barriers that may impede people with different kinds of disabilities
- G. We do not expect disabled people to suggest adjustments but where they do, we commit to considering whether they would help to overcome the disadvantage and whether they are reasonable
- H. When deciding what is reasonable for Triangle, we will consider:
 - how effective the change will be in avoiding the disadvantage the disabled person would otherwise experience
 - its practicality
 - the cost
 - our organisation's resources and size

- the availability of financial support from other external sources
 - if the change would fundamentally change the nature of the service we offer
- I. Examples of adjustments that we believe are reasonable include:
- Creating and providing plain, larger text formats of any resources
 - Building in accessibility features to our services available online to customers and service users, such as text reader friendly content
 - Being flexible with the content of our training course to accommodate reduced mobility or other needs
- J. Examples of adjustments that we do not believe to be reasonable include:
- Instances where someone's employing organisation have a duty to make reasonable adjustments and this would be more practical than Triangle making another adjustment (eg buying new equipment for a member of staff, or providing a BSL interpreter for a training session)
 - Requests for new products or services where Triangle have standard due diligence processes and other requirements, and these would not be in place (eg making a new version of the Star for a specific group of service users, without a collaborating organisation in place)
- K. Triangle acknowledge that there is always more that could be done to reduce any disadvantage experienced by people because of their disability, and commit to a continual process of learning and development
- L. Triangle commit to working with any complaints relating to the Equality Act, informal or formal, in a way that is respectful, outcome focused and helps everyone involved learn, in line with our Complaints Policy.

2 SECTION 2: OUR POLICY FOR EMPLOYEES

- A. Triangle is committed to encouraging equality and diversity among our staff and eliminating unlawful discrimination.
- B. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.
- C. Through this policy, Triangle commit to:
- a. Promoting equality, fairness and respect in our relationships with all employees (whether temporary, part-time or full-time), associates, contractors and clients
 - b. not unlawfully discriminating on the basis of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
 - c. oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

- d. Encourage equality and diversity in the workplace
 - e. create and maintain a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued
 - f. making opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can benefit the organisation as much as possible
 - g. basing decisions concerning staff on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
 - h. reviewing employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- D. This commitment includes training managers and all other employees to understand their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help Triangle provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- E. All staff should understand they, as well as their employer:
- a. can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
 - b. take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of Triangle's work activities
- F. Such acts will be dealt with as misconduct under Triangle's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- G. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- H. Details of Triangle's grievance and disciplinary policies and procedures can be found in the file sharing system (Dropbox). This includes with whom an employee should raise a grievance – usually their line manager. Use of Triangle's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.