

Equality and Diversity Policy

Aim of the policy.

The Jewish History Association of Wales/Cymdeithas Hanes Iddewig Cymru (JHAW/CHIC) is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of age, race, religion or beliefs, gender, sexual orientation, marital or partnership status, pregnancy, or disability. JHAW/CHIC is committed to actively opposing all forms of discrimination.

Although volunteers are not protected by discrimination law, JHAW/CHIC will extend them the same entitlements as JHAW/CHIC employees.

JHAW/CHIC also aims to provide an environment that does not discriminate against its volunteers, trustees or employees as to how they can participate in its activities. JHAW/CHIC believes that all volunteers, trustees and employees are entitled to be treated with respect and dignity.

JHAW/CHIC will establish and maintain an environment free from harassment, bullying, hate crime and discrimination.

Objectives.

To prevent all forms of unlawful discrimination in line with the Equality Act 2010, and any subsequent amendments.

To ensure all activities of the organisation are carried based on a person's qualifications, capability and experience.

Definition of Discrimination.

Discrimination is the treatment of a person or group of people differently, usually in a worse way, than people are normally treated.

Direct Discrimination.

This occurs when a person or a policy intentionally treats a person less favourably than another.

Indirect Discrimination.

This is the application of a policy or practice which the employer applies to all employees but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- The employer cannot justify the need for the application of the policy on a neutral basis;
- The person to whom the employer is applying it suffers detriment from the application of the policy.

JHAW is a Registered Charity in England and Wales, Charity Registration Number: 1178852.

Harassment and victimisation.

JHAW/CHIC adopts the definition of these as laid out in

<https://www.equalityhumanrights.com/equality/equality-act-2010/your-rights-under-equality-act-2010/harassment-and-victimisation>

Unlawful Reasons for Discrimination.

JHAW/CHIC aims to prevent all forms of unlawful discrimination in line with the Equality Act 2010, and any subsequent amendments.

Positive Action in Recruitment.

Under the Equality Act 2010, Positive action' means the steps that JHAW/CHIC can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions/volunteering opportunities within JHAW/CHIC.

If JHAW/CHIC chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

Reasonable Adjustments.

JHAW/CHIC has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- Adjusting premises;
- Giving a disabled employee time off work for medical treatment or rehabilitation;
- Any other adjustments that JHAW/CHIC considers reasonable and necessary provided such adjustments are within its financial means.
- If an employee has a disability and feels that any such adjustments could be made by the Centre, they should contact the Designated Officer.

Responsibility for the Implementation of this Policy.

All trustees, employees, volunteers, subcontractors and agents of JHAW/CHIC are required to act in a way that does not subject any other employees, volunteers or clients to direct or indirect discrimination, harassment or victimisation.

The co-operation of all trustees, staff and volunteers is essential for the success of this Policy. Trustees are expected to follow this Policy and to try to ensure that all employees, volunteers, subcontractors and agents do the same.

Employees may be held independently and individually liable for their discriminatory acts by JHAW/CHIC and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered because of discriminatory acts.

JHAW/CHIC takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.

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The Extent of the Policy.

JHAW/CHIC seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees, volunteers and sub-contractors.

Recruitment.

JHAW/CHIC will :

- Ensure all advertisements, job descriptions, person specifications and recruitment material avoid presenting people in a stereotyped role.
- Actively seek to promote applications and recruitment from a diverse population.
- Ensure that applications are treated equally and without any form of discrimination.
- Select all candidates for based on their skills, qualifications, experience and commitment to the values and purposes of JHAW/CHIC.
- Comply fully with the DBS code of practice and treat all applicants for the positions fairly.

Services and Projects.

JHAW/CHIC aims to create a friendly, supportive atmosphere where people can flourish. JHAW/CHIC will :

- Deliver projects and services in ways that promote the principles of equality, dignity and diversity.
- Treat employees, volunteers and project participants with dignity and respect and acknowledge people's individual needs and requirements.
- Design and deliver activities, outcomes and projects in a way that encourages inclusion and engagement by service users with diverse needs.
- Expect people who provide services on behalf of JHAW/CHIC to follow Equality principles.

Acting on Discriminatory Behaviour.

If an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to JHAW/CHIC's Safeguarding Policy and Whistleblowing Policy.

Employees or volunteers who believe they have been discriminated against or harassed should follow the process laid out in the Grievance Procedure.

Where there is evidence of discrimination, harassment or bullying the complaint will be dealt with through the Grievance Procedure.

Review

From February 2027, this policy will be reviewed on an annual basis.

This policy was reviewed on: 11-08-2025.

Next review due: February 2027.