



Equality diversity and inclusion statement

Oxfordshire Motor Project (TRAX)

2022/2023

Review Management

Initiated	Who	Action
05/10/2022	Trustees, CEO, COO and DSL Leads	Signed off and load onto ARBOR
08/10/2022 ongoing, planned completion 21/11/2022	COO and DSL Leads	Load onto ARBOR
The first week in November 2022	COO and DSL Leads	Staff refresh training first week of November
Throughout November planned completion	Lead Trustee CEO, COO and DSL	Review and validate- test for information and access
Early December OCC Visit		Invite OC to test and review Sign off as lead charity compliance process (Replace activity section)
April 2023	Trustees, CEO, COO and DSL Leads	Review and update policy

Oxfordshire Motor Project (TRAX) has adopted equality, diversity, and inclusion as core values and places all its policy development in the context of the objectives of:

- ensuring that all individuals who meet Oxfordshire Motor Project (TRAX) activities, whether as employees, students, or in other capacities, are treated with dignity and respect,
- ensuring that the opportunities Oxfordshire Motor Project (TRAX) provides for learning, personal development, and employment are made available on a non-discriminatory basis,
- Providing a safe, supportive, and welcoming environment for students, staff, and visitors.

The objective is to integrate the principles of equal treatment and promotion of diversity into all aspects of Oxfordshire Motor Project's (TRAX) day-to-day running.

Legislative Framework

Under the Equality legislation, it is unlawful to:

- Discriminate directly against anyone and treat him/her less favorably than others because of a protected characteristic they have or are thought to have (perception discrimination), or because they associate with someone who has a protected characteristic (discrimination by association);
- Discriminate indirectly against anyone by applying a criterion, provision, or practice which particularly disadvantages people who share a protected characteristic;
- Subject someone to harassment related to a relevant protected characteristic (pregnancy and maternity and marriage and civil partnership are excluded);
- Victimize someone because s/he has made, or intends to make, a complaint or allegation or has given or intends to give evidence about a complaint of discrimination.
- Discriminate against someone in certain circumstances because of a protected characteristic after the working relationship has ended.

The protected characteristics are:

- age
- disability
- gender
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sexual orientation

Definitions

Equal Opportunities

Equal opportunity is a principle that emphasizes that opportunities in employment, education, and other areas are available to all. Equal Opportunities relate to a Legal Framework, which makes it illegal to discriminate against people because of a protected characteristic they have.

Diversity

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognizing, respecting, and valuing the differences we each bring to work.

Equal opportunities and diversity work together by identifying and addressing any inequalities and barriers faced by people and by valuing, learning, and benefiting from the diverse cultures in society and our staff.

Direct Discrimination

Direct discrimination occurs when an individual is treated less favorably than another because of a protected characteristic they have.

Discrimination by association

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination

This is direct discrimination against an individual because others think they possess a protected characteristic. It applies even if the person does not possess the protected characteristic.

Indirect Discrimination

Indirect discrimination occurs when a provision, criterion, or practice is applied universally, but its effect disadvantages people who share a protected characteristic.

Harassment

Harassment is uninvited and unwanted behaviour related to a protected characteristic and makes a person feel intimidated or humiliated.

Victimisation

Victimisation is when someone is treated less favourably because they have made a complaint about discrimination or harassment or have given evidence relating to a complaint.

Responsibilities

All members of The Charity must behave with dignity, courtesy, and respect and act in a non-discriminatory manner at all times.

The Charity

The Charity has legal responsibility for demonstrating that it treats all groups of staff fairly in its employment practices. This includes promoting good relationships between different groups of staff and ensuring equality of opportunity.

To achieve this Oxfordshire Motor Project (TRAX) will:

- Gather information on the profile of our staff and our employment practices, such as recruitment; Consult employees and trade unions about how our Charities and employment practices could be improved
- Assess the impact of current and proposed employment policies, practices, and Charities
- Identify priorities and set equality objectives
- The Directing Board will monitor progress through the Equality Impact Assessment process and support the implementation of action plans.

This will enable The Charity to achieve its aim of a healthy work-life balance for all staff, improve retention and prevent underutilization of some staff.

Employees and job applicants will receive no less favorable treatment on the grounds of race, national or ethnic origin, religion or belief, gender, sexual orientation, gender reassignment, disability, or age.

All of this is in line with The Charity Diversity and Equality Strategy which has the overall aim of:

- Improving Delivery through Diversity - to ensure diversity and equality are our reality and habit to improve our business.

The Oxfordshire Motor Project (TRAX) Delivery Plan sets out how Oxfordshire Motor Project (TRAX) will deliver its diversity and equality strategy through the achievement of these outcomes (by The Cabinet Office's guidance on Diversity Delivery Plans issued October 2008).

The actions are intended to comply with the legal requirements to meet or exceed good practice under the seven equality strands of race, gender, transgender, sexual orientation, disability, age, and religion or faith. Since Oxfordshire Motor Project (TRAX) is committed to ensuring diversity and equality are our reality and habit, this delivery plan goes beyond the separate equality strands to also include flexible working patterns of staff (part-time and homeworking) specifically, which facilitate the recruitment and progression of staff with domestic responsibilities.

Managers

Will ensure that all members of staff within Oxfordshire Motor Project (TRAX) receive the appropriate diversity and equality training.

To investigate all matters of alleged discrimination, harassment, and inappropriate behavior promptly and thoroughly.

Will ensure that selection and appointment procedures, performance management processes, staff development opportunities, and disciplinary and grievance processes are fairly and consistently applied to all staff.

Will treat all applications for flexible working patterns on a fair and equitable basis and will provide reasonable and objective reasons when such requests must be refused.

To ensure that diversity and equality issues are considered as part of The Charity planning processes.

Employees

Legal responsibilities also extend to employees, and Oxfordshire Motor Project (TRAX) therefore expects all staff, contractors, and agency staff to act by this Policy when delivering Oxfordshire Motor Project (TRAX)'s business.

Staff is expected to treat colleagues and every Charity user fairly and with respect.

All staff should deliver their work to the highest standard and that means adapting as much as possible to the specific needs of each Charity user and working in a supportive way with colleagues.

Every member of staff is an essential member of a team and should feel able to develop their skills and play their part fully in the organisation.

Staff should actively encourage non-discriminatory practices and challenge any incidences of behavior that fail to comply with this policy.

All staff should undertake appropriate diversity and equality training.

Application of the Policy

Recruitment and Selection

- Recruitment advertising will encourage applications from all sectors of the community reflecting Oxfordshire Motor Project (TRAX)'s a commitment to diversity and equality.
- recruitment advertising will appear in publications appropriate to the audience capable of producing the best candidates;
- job descriptions, person specifications, and recruitment advertisements will be written based on the essential and justifiable requirements of the position.
- Shortlisting, appointment, and rejection decisions will be transparent and justifiable and will be supported by written comments.

Grading and Promotion

- All grading and promotions criteria and procedures will be free from prejudice and must be applied equitably and consistently.

Staff Development

- All staff will have equal access to induction, personal and career development opportunities, and facilities.

Performance Management

- Probation and performance management procedures will be clear and transparent and will be applied fairly across all staff.

Discipline and Grievance

- Disciplinary and grievance procedures will be applied fairly and transparently for all staff;
- Allegations of discrimination, harassment, or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff.

Advice and Complaints

All staff who believe they have been subjected to discrimination or harassment have the right to seek redress.

Staff may seek advice from their line manager, Chair of trustees, or a Trade Union representative. Complaints should be submitted by Oxfordshire Motor Project (TRAX)'s Grievance Procedure.

Verbal or physical abuse by anybody will not be tolerated. The Charity may discipline staff who are found to be abusive.

Policy Framework and Support

Oxfordshire Motor Project (TRAX) has also developed several other policies and practices in support of the achievement of an organisational culture free from unfair bias, discrimination, and harassment. Oxfordshire Motor Project (TRAX)'s Race, Disability, and Equality Policy and action plan to address inequality. Also, Oxfordshire Motor Project (TRAX)'s Dignity at Work Policy.

Training

Diversity and Equality awareness training will be available for all staff.

Communication

This policy will normally be available on Oxfordshire Motor Project (TRAX)'s an intranet. It will also be available, if requested, in different formats (eg. large print, audio cassette, in braille). This policy will be included in staff induction.

Monitoring

Statistics will be gathered to monitor equality across all aspects of Oxfordshire Motor Project (TRAX) processes and will be used to inform future practice.

Confidentiality

Any information disclosed to Oxfordshire Motor Project (TRAX) in relation to diversity and equality issues will be kept strictly confidential in accordance with legislative requirements.

Delivery

Teaching staff will:

- promote equality, diversity, and inclusion in all learning settings
- develop student understanding and realisation of equality, diversity, and inclusion

- actively seek to promote equality and diversity using suitable resources and demonstrate this in schemes of work and lesson planning.

All members of Oxfordshire Motor Project (TRAX) will:

- ensure understanding of this policy and seek guidance if there are any questions;
- promote equality, diversity, and inclusion for others and strive to create a safe supportive, and welcoming environment.
- challenge inappropriate behaviour or discrimination;
- report unacceptable behaviour in accordance with Oxfordshire Motor Project (TRAX)'s policies and procedures.