

Initial Approved Date: 30/09/20 Approved By: BM CEO	Reviewed: 26/04/2022 Reviewed By: SR CST
Revised: 01/10/2024 Revised By: MD	Next Review Due: 01/10/2026

TERAPIA EQUALITY, DIVERSITY AND INCLUSION POLICY



Contents:

1. Policy Statement	Page 2
2. Compliance	Page 2
3. Roles and Responsibilities	Page 3
4. Duty to Make Reasonable Adjustments	Page 3
5. Discrimination	Page 3
6. Harassment	Page 4
7. Implementation	Page 4
8. Race Equality	Page 5
9. Legislative Framework	Page 6
10. Grievance	Page 7
11. Responsibilities	Page 7
Appendix 1 - Checklist	Page 8
Appendix 2 - Monitoring Tool	Page 9



1. POLICY STATEMENT

Terapia is committed to equality and valuing diversity, and actively supports practices that promote genuine equality of opportunity for all members of the 'Terapia Community' – staff, volunteers, tutors, supervisors, students, trainee therapists and service users of all ages.

1.1. Terapia is committed to promoting a positive and diverse culture in which all members of the 'Terapia Community' and service users can thrive. In particular we will strive to ensure that no-one suffers discrimination on the grounds of the 'protected characteristics':

- a) Age
- b) Disability
- c) Gender Reassignment
- d) Marriage & Civil Partnership
- e) Pregnancy and Maternity
- f) Race (which includes colour, nationality and ethnic or national origins)
- g) Sexual orientation
- h) Sex
- i) Religion or belief

We recognise our obligations under the Equality Act 2010 and are committed to promoting the equality, diversity, and the inclusion, of all those we work with. We oppose all forms of unlawful and unfair discrimination, bullying and harassment and will make every effort to comply with the requirements of the Act and its subsequent provisions.

1.2. We also undertake not to discriminate unfairly on the grounds of trade union membership and activity, political belief and unrelated criminal convictions.

2. COMPLIANCE

Compliance with the Equality Act 2010 is the responsibility of all members of 'Terapia Community', including staff, volunteers, tutors, supervisors, students, and trainee therapists. It applies in any setting, in which someone is working or volunteering on behalf of Terapia, for instance, on a placement, at The Bothy, in a supervision session, in a therapy session, or online or by phone. Terapia does not condone any act of direct discrimination, indirect discrimination, harassment or victimisation. Any breach of this policy may lead to disciplinary action.

3. ROLES AND RESPONSIBILITIES

The designated senior member of staff with overall responsibility for all equality and diversity matters at Terapia is the Chief Executive Officer, Bozena Merrick.

It is the responsibility of all staff, volunteers, tutors, supervisors, students, and trainee therapists to:

- Treat each other, service users, partners, and visitors with dignity and respect; and avoid behaving in any manner that may give rise to claims of discrimination, harassment, or victimisation.
- Support and participate in any measures introduced to promote equality, diversity, and inclusion.
- Actively challenge discrimination and disadvantage in accordance with their responsibilities.
- Report any issues associated with equality and diversity in accordance with this policy.

It is important to appreciate that any individual is personally responsible for their own acts of discrimination, harassment or victimisation carried out during their employment or when representing Terapia, whether Terapia itself is also liable or not. Any attempt to instruct, cause or induce another person to discriminate, harass or victimise a third person will also amount to unlawful discrimination and any staff member, tutor, supervisor, student, trainee therapist, or volunteer doing so will be subject to investigation and potentially disciplinary action.

4. DUTY TO MAKE REASONABLE ADJUSTMENTS

We recognise that disability may take many forms and strive to make sure that all areas of Terapia's work including employment, training and services are inclusive and accessible.

We will actively seek to make reasonable adjustments, where there is a need to ensure that a disabled person has the same access to everything as a non-disabled person, as far as is reasonable. We will take positive and proactive steps to remove, reduce or prevent the obstacles faced by a disabled individual, as far as is reasonable.

5. DISCRIMINATION

There are two types of discrimination that are unlawful: direct and indirect discrimination.

5.1. Direct discrimination is where a person is treated less favourably as a result of belonging to one or more groups identified above (protected characteristics – section 1.1).

5.2. Indirect discrimination is where Terapia staff, a volunteer, student, trainee therapist, tutor or supervisor applies a practice, requirement or condition which applies equally to all individuals, but which:

- a) Has an adverse disproportionate impact on a group of people because of their race, sex, disability, sexual orientation, religion or belief, or age, and;

- b) The employer cannot show it to be justified, and;
- c) It causes detriment to the individual.

5.3. Victimization – when an individual is singled out for unfair treatment by another person or persons as a result of claiming direct or indirect discrimination.

6. HARASSMENT

Harassment may take the form of action, behaviour, comment, or physical contact, which is considered objectionable or offensive to the recipient even if the offence is not intended. The essential aspect of harassment is that it is unwanted and causes offence and/or embarrassment to the recipient.

Personal harassment will be regarded as a serious matter, which could result in disciplinary action being taken against the harasser.

6.1. Racial harassment is directed against easily identified and targeted groups. Racism involves implication (direct or indirect) of inferiority on ground of race, colour, religion ethnic origin or nationality.

Actions considered to be unacceptable include:

- a) Verbal racist comments or innuendo including comments made during lectures, tutorials and meetings.
- b) Derogatory name-calling, insults and racist jokes.
- c) Bringing racist materials, such as leaflets to the organisation.
- d) Provocative behaviour, such as wearing racist badges.

6.2. Sexual harassment is unwanted conduct or behaviour of a sexual nature and which has the purpose of violating an individuals' dignity or creating an intimidating, hostile, degrading or offensive environment whether it was intended or not.

Actions considered to be unacceptable include:

- a) Unwanted physical conduct such as touching or staring in a sexually suggestive manner.
- b) Sexually assaulting or making sexual advances towards another person.
- c) Sharing or displaying sexually inappropriate images.
- d) Making sexual comments about appearance, clothing or body parts.

7. IMPLEMENTATION

All staff, volunteers, tutors, supervisors, students, and trainee therapists are required to conduct themselves in accordance with our Equality, Diversity, and Inclusion Policy. They are required to take personal responsibility in this area and work towards promoting respect for individuals. This will entail identifying and removing inappropriate behaviour and changing practices that perpetuate inequality and taking necessary action to challenge unfair, discriminatory, or racist practices.

7.1. We believe much can be achieved by developing policies, practices and procedures to eliminate unlawful and unfair discrimination and realise that real progress toward equality of opportunity requires a programme of action, which involves the commitment and participation of all staff.

7.2. Every member of the 'Terapia Community' and service user is entitled to have access to an environment which promotes dignity and respect to all. No form of intimidation, bullying, harassment, or victimisation will be tolerated.

7.3. We are committed to the development of effective policy, strategy and standards and to the introduction of monitoring and information systems to review and evaluate progress towards the achievement of equality of opportunity.

7.4. We recognise the effects of historical disadvantage and past discrimination, and will, where appropriate and within the law, take positive action to achieve equality of opportunity.

7.5. We believe that equal opportunities require a genuine commitment to this policy from everyone. For us this includes a duty to adhere to the key guidance in establishing, monitoring and evaluating our responses to the Equality Act 2010 and Disability Discrimination Act [DDA] and all Amendments related to those Acts.

7.6. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

7.7. Members of the 'Terapia Community' may be held personally liable, as well as or instead of Terapia, for any act of unlawful discrimination. Members of the 'Terapia Community' who commit serious acts of harassment may be guilty of a criminal offence under the Protection from Harassment Act 1997. Acts of discrimination, harassment, bullying or victimisation against staff, volunteers, tutors, supervisors, students, and trainee therapists or service users are disciplinary offences and will be dealt with under Terapia's disciplinary procedure.

8. RACE EQUALITY

Rationale - Terapia acknowledges that the society within which we live is enriched by the ethnic diversity, culture and faith of its citizens.

8.1. We believe staff, volunteers, tutors, supervisors, students, and trainee therapists should be committed to ensuring that we know how to make effective personalised provision for each other and service users, including those for whom English is an additional language or who have special educational needs or disabilities, and how to take practical account of diversity and promote equality and inclusion in our training and services.

8.2. Terapia strives to ensure that the culture and ethos of our organisation is such that, whatever the heritage and origin of anyone, everyone is equally valued and treats one another with respect.

8.3. All members of the 'Terapia Community' will be provided with the opportunity to experience, understand and celebrate diversity.

8.4. The definition of institutional racism is ‘the collective failure of an organisation to provide an appropriate and professional service to individuals because of their culture, colour or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages minority ethnic people.’ Terapia strives to create an environment free from institutional racism.

8.5. Our Aims for promoting racial equality and challenging racial discrimination include:

- a) Ensuring that staff from all racial groups are encouraged to achieve their full potential.
- b) Maintaining an inclusive ethos.
- c) Acknowledging the existence of racism and being proactive in tackling and eliminating racial discrimination.
- d) Promoting at every opportunity Terapia’s ethos of welcoming and valuing everyone, irrespective of their race, colour, religion, ethnic or national origin, age or sexual orientation.
- e) Ensuring that intersubjectivity is an integral part of all our training.

8.6. Terapia’s actions to ensure race equality include:

- a) Monitoring race equality, and where monitoring demonstrates disadvantages or under-representation, Terapia will undertake positive action measures allowed by law to rectify this, such as to;
 - Provide facilities or develop services to meet the particular needs of people from under-represented groups.
 - Target recruitment and adapt training to meet the particular needs of people from under-represented groups.
 - Encourage applications from groups that are under-represented.
- b) The review of Terapia’s Equality, Diversity and Inclusion policy annually; conducted by the Clinical Services Team.
- c) Ensuring that our quality assurance processes identify and allow for sharing of good practice.
- d) Terapia will endeavour to ensure that our staff team reflects the diverse society in which we live.
- e) All racist incidents will be recorded and reported to the Senior Administrator - Executive PA to the CEO. All incidents will be resolved sensitively, in a manner which supports the victim and both sanctions and educates the perpetrator.

8.7. All members of the ‘Terapia Community’ and service users of all ages will:

- a) Be made to feel valued members of Terapia.
- b) Be encouraged to reach their full potential.
- c) Be supported in their development.
- d) Have their views, backgrounds and beliefs respected by colleagues and peers.
- e) Act as role models through the positive relationships they foster with colleagues and peers.

9. LEGISLATIVE FRAMEWORK

9.1. Equality Act 2010 (This act replaces the Equality Act 2006, the Race Relations Act 1976 and the Disability Discrimination Act 1995 and seeks to harmonise a number of previous pieces of equal opportunity legislation) - The purpose of the Equality Act 2010 is to simplify discrimination legislation

and create a more consistent and effective framework, while at the same time extending discrimination protection. The Act defines discrimination as less favourable treatment because of a 'protected characteristic'. The protected characteristics under the Equality Act are: disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Indirect discrimination against individuals because they have a relevant protected characteristic is also covered (with the exclusion of pregnancy & maternity).

9.2. Human Rights Act 1998 – In the UK human rights are protected by the Human Rights Act. This Act incorporates rights under the European Convention of Human Rights into domestic law. Individuals can bring claims under the Human Rights Act against public authorities for breaches of Convention rights. UK courts and tribunals are required to interpret domestic law, as far as possible, in accordance with Convention rights. Previous case law may be overturned if there is a breach of Convention Rights and the relevant law can be re-interpreted in a way which is compatible with Convention Rights. Convention rights include: a right to respect for private and family life; and the right to freedom of religion and belief.

10. GRIEVANCE

10.1. If an individual feels this policy does not support them, or that it is being implemented inadequately, they should report their grievance to the Executive PA.

12.2. If an individual regards any matter as requiring formal resolution under this policy, then such matters should be referred to Terapia’s Complaint Resolution procedures.

11. RESPONSIBILITIES

Aspect	Overall Responsibility	Operational Responsibility
Equality, diversity and inclusion training and standards	Board of Trustees	Director of Training
Equality, diversity and inclusion monitoring and policy review	Board of Trustees	Clinical Services Team (Head of School Services and Development and Clinical Lead)
Recruitment and selection management and processes	Board of Trustees	Chief Executive Officer

Appendix 1

CHECKLIST

Aspect	Requirement	Checked and Present Y/N
Recruitment	Monitoring (where carried out) is entirely separate, and confidential from the selection process. Conduct equality, diversity and inclusion training.	
Existing staff	Conduct equality, diversity, and inclusion training; revisited bi-annually or upon revision of the Equality, Diversity, and Inclusion Policy. Matters of equality, diversity, and inclusion included as discussion topic at staff team meetings.	
Review	Complete annual review of Equality, Diversity, and Inclusion Policy and training programme; identify follow up actions, plan and implement an improvement strategy.	

Appendix 2

MONITORING TOOL

Terapia Equal Opportunities Monitoring Form

Terapia is committed to promoting equal opportunities as a training organisation, employer and service provider. To ensure transparency, fairness and equal access we ask all applicants to complete this Equal Opportunities form as part of our recruitment process.

The completion of this form is optional. Entries on this form will be treated as strictly confidential and will not affect your application in any way.

Position applied for:	Core Staff		Tutor		Supervisor	
	Student		Services Placement		Volunteer	
Age:	20 – 29		30 – 39		40 – 49	
	60 – 69		70+		Prefer not to say	
Disability: Do you consider yourself to have a disability or long-term health condition?			Yes		No	
			<i>If yes, please specify:</i>			
Gender:	Female		Male		Transgender	
	Gender Neutral		Gender Fluid		Prefer not to say	
Ethnicity:	A		B		C	
	D		E		Prefer not to say	
A - White: British, Irish, Scottish, English, Welsh, any other White background. B - Mixed Heritage: White and Black Caribbean, White and Black African, White and Asian, any other Mixed Heritage background. C - Asian or Asian British: Indian, Pakistani, Bangladeshi, any other Asian background. D - Black or Black British: Caribbean, African, any other Black background. E - Chinese or any other ethnic group: Chinese, any other.						
Sexual Orientation:	Bisexual		Gay/Lesbian		Heterosexual	
Religion or Faith:	<i>Please specify:</i>					
	No religion			Prefer not to say		

Thank you for completing this form.