



**ST PETER'S
HOUSE**

CURIOSITY | ENCOUNTER | GIFT

2.1 St Peter's House diversity, equality and dignity at work policy

St Peter's House is committed to being an equal opportunities employer and a great place to work. As a membership and values-led organisation we recognise and embrace the benefits that come from having a diverse workforce and are committed to ensuring that everyone is treated fairly, equitably and with respect. This policy explains our position on equality, diversity, bullying and harassment in the workplace and what you can do if you have concerns about any of these areas.

2.1.1 Our policy

St Peter's House will not tolerate discrimination, bullying, or harassment of any kind. This includes, but is not limited to, unfavourable or unwanted treatment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

We will treat all employees, prospective employees, members and associates fairly and respectfully and we expect the same in return. If we are concerned that you have acted inappropriately towards a colleague, member, or business associate we will investigate this using the disciplinary procedure. In some circumstances and if we decide that the incident is serious enough, you may be dismissed.

2.1.2 The procedure to follow

If you believe that you have been, or are being, bullied, harassed or unfairly discriminated against, you may be able to deal with it informally by speaking to the other person who may not realise the impact their behaviour is having on you. You should tell the other person the behaviour that you find upsetting, offensive or unwelcome and ask them to stop. You may find it easier to do this with the support of a friend or colleague. If you don't feel able to raise the matter yourself, you should speak to your line manager, the Director or a member of the board who will help you to do this. If the behaviour continues, or if you don't feel comfortable dealing with it informally, please follow the steps in the grievance procedure to raise the issue formally.

If you are concerned that a colleague's behaviour towards another person is inappropriate, please raise this with your manager. He or she will discuss the situation with you and where appropriate will investigate the allegations using the disciplinary procedure.

SPHC committed to equality of opportunity before and during employment, and to the elimination of unlawful discrimination. Employment opportunities are open to any

appropriately qualified person and the only basis for selection will be the requirements of the post set out in the person specification.

However as regards the employment of individuals for pastoral appointments, SPHC may recognise the need for a genuine occupational requirement that post holders be Christian.

SPHC welcomes applications from people with a disability and will consider making reasonable adjustments to work or the workplace where necessary.

SPHC is a Level 1 Disability confident employer. This means that we seek to:

- challenging attitudes towards disability
- increasing understanding of disability
- removing barriers to disabled people and those with long-term health conditions
- ensuring that disabled people have the opportunities to fulfil their potential and realise their aspirations