

Inner Compass Guide CIC Equality Code of Conduct

Purpose

Inner Compass Guide CIC believes that no Director, associate or service user should experience less favourable treatment, discrimination, harassment or victimisation because of the protected characteristics in law of sex, race (including colour, nationality and ethnic or national origins), religion or belief, age, disability, gender reassignment, pregnancy and maternity, sexual orientation or marriage and civil partnership.

We recognise and actively support the right of its Directors, associates and service users to be treated with dignity and respect and we do not condone any form of bullying.

We are committed to promoting equal opportunities and diversity in all our activities and we take a zero- tolerance approach to breaches of the Code of Conduct.

The Code of Conduct also applies to online/social media activity and covers online harassment and cyber-bullying.

The purpose of the Code of Conduct is to ensure that Directors, associates and service users understand our guiding principles.

Aims

We will work to ensure that Directors, associates and service users are:

- Treated fairly and not subject to discrimination, harassment or victimisation because of any protected characteristic and not subject to bullying.
- Fairly appraised for personal contributions to the organisation, taking into account internal and external influences.
- Able to operate in a healthy and safe environment free from hazards.
- Treated with dignity and respect in a fair and consistent manner in an environment where inappropriate, objectionable or offensive behaviour is not acceptable.

Roles and responsibilities

We are committed to promoting equality for all. If a Director, associate or service user feels they have been subject to discrimination, harassment, victimisation or bullying which is in direct conflict with our commitment to equality of opportunity and with the Code of Conduct, they should raise this with a member of the Inner Compass Guide CIC Board of Directors. See the Complaints procedure below.

The Code of Conduct applies to directors, associates and anyone involved in the delivery of our services.

We all have a responsibility to ensure that the principles and requirements of the Code of Conduct are complied with thereby helping to foster a culture of dignity and respect.

All persons new to Inner Compass CIC will be informed that the Code of Conduct is in operation and that they are bound to comply with its principles and requirements.

It is expected that those representing Inner Compass CIC in an external capacity will endeavour to ensure that equality and diversity principles and practices are adhered to in accordance with this Code.

Complaints Procedure

We take a zero-tolerance approach to breaches of the Code of Conduct.

Inner Compass Guide CIC Equality Code of Conduct

- Any complaint arising from breach of the Code of Conduct should be made in the first instance to an unconnected Director, who will consider the matter with a fellow Director, and respond within 14 days. All complaints will be thoroughly investigated in an independent and objective manner.
 - Where there is uncertainty as to whether an incident or series of incidents amounts to discrimination, harassment, victimisation or bullying or constitutes a breach of the Code of Conduct, they should seek confidential assistance and clarification from an unconnected Director of Inner Compass Guide CIC.
 - The response to the complaint may be in the range from finding unfair treatment has occurred and correcting that, to finding that the complaint is not upheld. In cases where it is found that unfair treatment has occurred, the Directors will consider sanctions which may include verbal or written warnings, temporary or permanent exclusion from association with Inner Compass Guide CIC.
 - If the complainant is not satisfied with the outcome, they may appeal the decision to the Directors, who will consider the matter, and decision will be made within 28 days of the appeal to the complainant. This decision will be final.
 - Confidentiality is an important part of the complaints process. Every effort will be made to keep the complaints process confidential. Individuals not involved in the complaint or the investigation should not be told about it. Details of the investigation and the names of the complainant and the person accused must only be disclosed on a “need to know” basis. Breach of confidentiality constitutes a breach of the Code of Conduct.
-
- Before, during and after an investigation into a complaint, Inner Compass Guide CIC will collect, hold and use information and evidence relevant to the allegation in question, including for example, information from third parties. This will include personal information about the complainant and potentially “special categories” of information, both of which are regulated by data protection legislation. The information will be retained securely, for as long as it is considered necessary in accordance with current data protection legislation.

Monitoring and Evaluation

We will regularly evaluate our services and the effectiveness of the Code of Conduct.

Review

Our commitment to equality and diversity is an active one. The Code of Conduct will be reviewed at least annually and will be amended when appropriate. We will seek to keep up to date with new developments in equality and diversity best practice and actively seek information on this issue.

Stuart Newberry
Director
Inner Compass Guide CIC
Date: Feb 2022

Appendix 1

Definitions

What is Harassment?

Harassment is a situation where someone engages in unwanted conduct related to a protected characteristic which has the purpose or effect of violating another person’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Condoning such conduct may be harassment in itself. A single incident can amount to harassment if sufficiently grave. It should also be remembered that the perception of the person being harassed will be very

Inner Compass Guide CIC Equality Code of Conduct

important and we should not assume that conduct, which they may find acceptable, would also be acceptable to others.

A person may be harassed because of one or more protected characteristic. A person may be harassed even if they were not the intended “target” where the harassment creates an offensive environment for that person.

Harassment can occur where the person being harassed does not have one of the characteristics specified, but is mistakenly thought to have such a characteristic, is known not to have such a characteristic or is associated with another person having one of these characteristics.

Harassment may take many forms. For example:

- Sexual harassment includes unwanted conduct of a sexual nature which has the purpose or effect set out above including, but not limited to, unwelcome sexual advances and unwelcome physical conduct.
- Racial harassment covers any unwanted conduct having the purpose or effect set out above, which is related to colour, nationality, and ethnic or national origins.
- Sexual orientation harassment includes, but is not limited to, outing or threatening to out someone as gay, lesbian or bi-sexual or telling offensive jokes about someone’s sexual orientation.

What is Bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Examples of bullying include verbal abuse and derogatory remarks, insulting or threatening behaviour, ridiculing an individual, spreading malicious rumours about an individual, embarrassing and humiliating an individual in public.

What is Victimisation?

Victimisation is treating someone badly because in good faith they have (or it is believed that they are going to) made a claim or complaint of discrimination; or helped someone else to make a claim; or made an allegation that Inner Compass Guide CIC is in breach of the Equality Act 2010 or done anything else in connection with the Act.

If a person is treated less favourably because they have taken such action, then this will be victimisation.
