



Equality and Diversity Policy

Adopted: September 2016

Definitions

In this Policy the following words shall have the following meanings:

The Policy: Equality and Diversity Policy

Sheffield BID: Sheffield City Centre BID Limited, a private company limited by guarantee incorporated in England under company number 09601967. Also referred to as “the Company” or “the BID”.

Employees: Members of staff employed directly by the Company.

Suppliers: All types of business, association or organisations who contract with the Company to provide a service.

Partners: All types of business, association or organisations who receive BID investment to deliver an activity.

Users: All types of users including levy paying Businesses, non-levy paying businesses, city centre visitors, people who work in the city centre, those who study here and residents who live in the city centre.

Activity/Activities: May typically include service provision, projects or other activities that are BID-funded.

Aim

In carrying out its mandate, Sheffield BID is committed to promoting equality of opportunity for all, and to ensuring that no individual or minority group is discriminated against in the planning and delivery of any of its activities. It therefore aims to ensure that the values of equality, diversity, and respect for all are embedded into everything that it does.

Strategic approach

- **As a communicator** - Sheffield BID will strive to ensure that its communications are accessible to everyone and promote the principles of equality and diversity
- **As a decision maker** - Sheffield BID will consider the potential equality and diversity implications of its decisions
- **As an employer** - Sheffield BID will work to ensure that its workforce is as diverse as possible and will ensure that it treat its staff and candidates for employment fairly and equally
- **As an appointer** - Sheffield BID will work towards equality and diversity of chairs and non-executive directors and those who apply for these roles

About the policy

This policy is intended to demonstrate the BID Company's commitment to eliminating discrimination and encouraging and valuing diversity among staff, volunteers, partners, suppliers, users of its services and the BID's non-executive Board of Directors.

Applying the policy

Employer

Sheffield BID will comply with equality law and implement good practice in all aspects of employment including recruitment, managing staff, pay, working hours, flexible hours, time off and developing policies.

Employees

Staff will be treated equally in employment including when applying for jobs, promotion, flexible working, reasonable adjustments, equal pay, and retirement (as detailed in the Company's Staff Handbook).

Suppliers and Partners

The Company requires its suppliers and partners to comply with equality law and implement good practice when providing or delivering activities on behalf Sheffield BID.

Service users (*e.g. businesses, visitors, residents, students*)

Users have a right to be treated equally and free from discrimination when accessing BID activities, including protection against harassment and rights to accessibility.

All staff, non-executive Board Directors, Alternate Directors, volunteers, suppliers, partners and users have a responsibility to ensure that their own language and actions are consistent with the spirit as well as the contents of this policy.

Accountability

Overall responsibility for the implementation of the Policy lies with the Head of Business Operations.

Review

A review of the Policy will be carried out on an annual basis as a minimum and any necessary actions taken.

First adopted: September 2016. Reviewed annually.

Sheffield City Centre BID Limited
September 2016

APPENDIX 1

Equality Impact Assessment (EIA) Checklist

- Questions to consider in the BID's decision making.
- Sheffield BID accepts that some of these questions may not be applicable to every activity.

The following are designed as prompts. There may also be other actions that are particular to specific activities.

Race

- How do people from minority ethnic backgrounds find out about the activity?
- How will we make sure that people from a wide range of backgrounds use this activity?
- Does the project's printed information make available an offer to translate into different languages?
- Have we consulted or involved people from ethnic minority backgrounds when looking at introducing/reviewing the activity?

Disability

What will we do to make sure that people with a disability are using and benefiting from our activities. This includes people with a learning disability, people with long-term conditions and mental health problems, and people with physical and sensory impairments. Some people may have more than one disability. Considerations may typically include:

- Does the activity's printed information take account of communication needs of people with various disabilities and is it easy to understand?
- Is the activity physically accessible to people with mobility problems or who use a wheelchair? (e.g. entrances, waiting areas, and signage).
- Is the activity religiously and culturally sensitive to meet the needs of physically and learning disabled people, those suffering from a mental health condition or sensory impairment, from minority ethnic groups and all faiths? If not what approaches should we develop to approach this?
- Do staff / suppliers / partners know how to safely evacuate people with a disability in the event of an incident and does the activity have procedures in place that includes evacuating disabled people?
- Where appropriate, have we given thought to the lighting used in provision of an activity and also about the colour contrast we use? Light on dark or dark on light is best practice. Also are steps painted with white lines and handrails easy to see for people with sensory impairments?

Gender

- Is it easier for one gender in particular to find out about and use the activity?
- Do we routinely monitor the uptake of the activity with gender breakdown and take appropriate action?

Religion or Belief

- Is printed information religiously appropriate / sensitive?
- What actions will we undertake to ensure that employees (including those of the Company, suppliers and partners), and users from different religions/beliefs/no beliefs are treated with respect and dignity?
- Are there any other religious sensitivities we need to bear in mind when providing this activity, e.g. prayer times, festivals?

Sexuality

- Does information about our activities use visual images and language is mainly heterosexual and may therefore be discriminatory?

Age

- Does the activity give out positive messages about all ages in the leaflets and posters that it uses?

Social deprivation

- People living in areas of deprivation are at increased risk of social exclusion for a number of reasons including low income/ poverty and discrimination against people living in deprived neighbourhoods
- How can we ensure that information about our activity is appropriate to people with lower levels of education and possibly literacy problems?
- How will we ensure that people from the most deprived areas are able to benefit from our activity?
- What barriers might people from deprived areas face when using our activity and how can we overcome these barriers?