



CLAUDIA JONES ORGANISATION

EQUALITY, DIVERSITY AND INCLUSION POLICY

Vision and Values

Claudia Jones Organisation was established in 1982. Primarily the organisation supports and empowers women and families of African Caribbean heritage. We aim to provide culturally sensitive services that meet the needs of women and families of African Caribbean heritage.

Our Aim

Our aim is to encourage families to learn and grow together so as to ensure that their educational, health & wellbeing, social and cultural needs are catered for in a positive environment.

We aim to improve education amongst African Caribbean individuals and families.

Lastly, we develop effective collaboration and partnerships which aim to raise awareness about the challenges facing Caribbean women and families and to provide good practice solutions to improve family wellbeing.

EQUALITY, DIVERSITY AND INCLUSION POLICY

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103 Stoke Newington Road, London N16 8BX

Tel: 020 7241 1646: www.claudiajones.org Email: mail@claudiajones.org : Charity No. 1078145

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Aim

The aim of the policy is to update and integrate the Claudia Jones Organisation's (CJO) Diversity and Equal Opportunities policy with a current understanding of intersectionality and how these impact both service delivery and employment. At CJO there is already a working understanding of how various forms of inequality can operate together and exacerbate each other, by the Trustees, staff and volunteers. Embedded in the work at CJO is an awareness of an artificial separation of race equality from other forms of inequality based on gender, immigration status, class or sexuality for example and we are aware of how for some people subject to more than one of these, that the experience is not just the sum total of all its parts, but often greater. Moreover, CJO recognises that inequality can continue to multiply over a lifetime AND then be handed down to the next generation. (Kimberle Crenshaw, 1991) CJO recognises that intersectionality is more than any analysis of multiple disadvantages experienced by different social and cultural identities, there is a recognition that society has developed to create advantages for certain groups of people, usually the wealthy and those in power, sustaining an unequal and unjust society.

CJO is aware that the current focus on addressing discrimination, with its focus on single forms of inequality results in shifting and competing priority groups, and with that comes shifting and competing cycles of funding, making the consistent funding of work necessary to address inequality and injustice challenging, given the short-term nature of funding.

The focus of CJO's work is based on inclusivity and drawing in women and their families from the margins of society, pushing for engagement with statutory agencies and ensuring that families have equal access to resources, mentored in an understanding of complex systems, such as education, special needs in education, social service provision and housing, so that they have an awareness of their rights and with support, can access resources.

Scope

Claudia Jones Organisation recognises that we live in a society where inequality and discrimination still operates to the disadvantage of many groups in society.

Claudia Jones Organisation believes that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society. We aim to ensure fair treatment for everyone involved with CJO, recognising and removing any unfair barriers to equality of opportunity in accessing resources and services.

Claudia Jones Organisation is committed to the promotion of equal opportunities within the Organisation and affiliated organisations, through the way we manage the organisation. In order to express this commitment, we develop, promote and maintain policies that will be conducive to the principles of fairness and equality in the workplace, removing any unfair barriers in our employment practices by ensuring that this policy forms part of the terms and conditions of employment for staff and that it is

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a condition of service for recruitment to the Management Committee and Board of Trustees

This policy will influence and affect every aspect of activities carried out at Claudia Jones Organisation i.e., promotional work, educational services, casework and other functions linked to the Claudia Jones Organisation, as determined by the management committee.

In the provision of services and the employment of staff, Claudia Jones Organisation is committed to promoting equal opportunities for everyone. Throughout its activities, Claudia Jones Organisation will treat all people with courtesy, dignity and equally, whether they are:

- Seeking or using our services
- Applying for a job or already employed by us
- Trainee workers and students on work experience or placements
- Volunteer workers
- Members
- Trustees
- Contractors or freelancers
- Employees of other organisations including statutory, charitable, partnership, affiliate, associate and funding

We recognised that there are certain health conditions disproportionately African heritage more than the wider community and therefore will seek The objective of this policy is that no person should suffer or experience less favourable treatment, discrimination or lack of opportunities on the grounds of gender, race, colour, nationality, ethnic origin, religious or philosophical beliefs, health status, age, marital status, parental status, sexual orientation and identity, political beliefs or trade union membership, class, responsibility for dependents, physical attributes, ex-offender status as defined by the Rehabilitation of Offenders Act 1974, lack of formal qualifications where such qualifications are not formally required, or any other grounds which cannot be shown to be justifiable within the context of this policy.

1. Legislative Background

1.1 Equal Opportunities and Discrimination (Equality Act 2010)

The new Equality Act came into force in October 2010 and replaces all previous equality legislation in England, Scotland and Wales – namely the Race Relations Act 1976, the Disability Discrimination Act 1995, the Sex Discrimination Act, the Equal Pay Act, the Employment Equality (Age) Regulations 2006, The Civil Partnership Act 2004, the Employment Equality Regulations 2003 (religions and belief and sexual orientation).

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1.2 The Equality Act 2010, protected characteristics are:

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief sex and sexual orientation.

In valuing diversity Claudia Jones Organisation is committed to go beyond the legal minimum regarding equality.

The **Equality Act 2010** harmonises and strengthens and replaces most previous equality legislation. The following legislation is still relevant:

- The Human Rights Act 1998.
- The Work and Families Act 2006.
- Employment Equal Treatment Framework Directive 2000 (as amended).

2. How the policy will be implemented and who is responsible

The Director and the Chair of the Trustees has specific responsibility for the effective implementation of this policy and we expect all employees, volunteers, service users and trustees to abide by the policy and help create the positive, diverse and inclusive environment from which we can support our service users. In order to implement this policy we shall:

- Communicate the policy to employees, job applicants, volunteers, members, management committee members, trustees and service users
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- Incorporate equal opportunity notices into general communications practices
- Ensure that adequate resources are made available to fulfil the objectives of the policy

3. Conduct and general standards of behaviour

All staff, trustees, volunteers and service users are always expected to conduct themselves in a professional and considerate manner. Claudia Jones Organisation will not tolerate behaviour such as:

- making threats
- physical violence
- shouting

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- swearing at others
- persistent rudeness
- isolating, ignoring or refusing to work with certain people
- telling offensive jokes or name calling
- any other forms of harassment or victimisation.

The items on the above list of unacceptable behaviours are disciplinary offences within Claudia Jones Organisation and can lead to disciplinary action being taken. Claudia Jones Organisation does, however, encourage staff to resolve misunderstandings and problems informally wherever possible, depending on the circumstances. However, whether dealt with informally or formally, it is important for staff who may have caused offence to understand that it is no defense to say that they did not intend to do so, or to blame individuals for being over sensitive. It is the impact of the behaviour, rather than the intent, that counts, and that should shape the solution found both to the immediate problem and to preventing further similar problems in the future.

4. Application of the Policy to Employment Situations

4.1 Recruitment Selection and Induction

- The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees, making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job.
- Short-listing and interviewing will be carried out by more than one person where possible.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

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4.2 Grading and Promotion

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

4.3 Staff Development

- All staff will have equal access to induction, personal and career development opportunities, and facilities as detailed in our Staff Training & Development Policy.

4.4 Performance Management

- Probation and appraisal procedures will be clear and transparent and will be applied fairly across all staff Full details can be seen in our Disciplinary & Performance Improvement Procedure

4.5 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.

5. Application of the Policy to Services and Events

5.1 CJO is committed to equality of opportunity for all who service users in its programmes. To this end, we aim to ensure that:

Our programmes and publications are free from discriminatory practices and/or stereotypes with regard to the 9 protected characteristics and special needs.

Our programmes are free from barriers that restrict access and progression, i.e. they are attainable by all who can demonstrate the required standard by whatever means.

Assessment tasks and tests are sufficiently varied and flexible to ensure that no particular group of service users or would-be service users is placed at any disadvantage.

All possible provision is made to cater to the particular requirements of those with special needs.

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Assessment is valid and reliable to ensure that all service users receive fair and equitable treatment.

6. Monitoring and Effectiveness

6.1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve: -

The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applications and current employees;

The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and

Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

6.2. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

7. What to do if you have a Complaint

If you believe that discrimination is taking place, you could speak informally to the person responsible, the Director or Chair or a member of the Board of Trustees. You may also consider a grievance or, if you are being harassed, a complaint under our bullying and harassment procedure.

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The Equality, Diversity & Inclusion policy should be read in conjunction with all of Claudia Jones Organisation's policies.

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