

# **Church Worker Diversity, Equity & Inclusion Statement**

**St Mary Magdalene Parish Church  
with  
Sale West Community Church  
Ashton-on-Mersey**

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Please see Anthony Collins contract pack which can be located at [www.churchworkers.net](http://www.churchworkers.net)  
for explanatory notes, revision details and extra support information

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## CHURCH WORKER DIVERSITY, EQUITY AND INCLUSION STATEMENT

### 1. OUR COMMITMENT

- 1.1 The PCC of St Mary Magdalene Church (the “Church”, “us” or “we”) is committed to promoting equal opportunities in employment and creating a workplace culture where diversity and inclusion is valued and everyone is treated with dignity and respect. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**) except where the Church is able to rely on any of the religion or belief occupational requirements explained and set out at paragraph 8 below.

### 2. ABOUT THIS POLICY

- 2.1 This policy sets out the Church’s approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 2.2 The PCC is responsible for this policy and any necessary training on equal opportunities.
- 2.3 This policy does not form part of any employee's contract of employment and the Church may amend it at any time.

### 3. DISCRIMINATION

- 3.1 You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, members, suppliers, and visitors. This applies in the workplace, outside the workplace (when dealing with members, visitors, suppliers or other work-related contacts [or when wearing a work uniform]), and on work-related trips or events including social or church events.
- 3.2 The following forms of discrimination are prohibited under this policy and are unlawful [(subject to the Church relying on one of the religion and belief occupational requirements set out at paragraph 8)]:
- 3.2.1 **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because they are not a Christian or because they might be gay.
- 3.2.2 **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a

job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

- 3.2.3 **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- 3.2.4 **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has supported a complaint about discrimination or harassment and retaliates against that person because of their mistaken belief.
- 3.2.5 **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

#### **4. RECRUITMENT AND SELECTION**

- 4.1 Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.
- 4.2 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- 4.3 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic (subject to the Church relying on one of the religion and belief occupational requirements set out at paragraph 8). For example, applicants should not be asked whether they are pregnant or planning to have children.
- 4.4 Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

#### **5. DISABILITIES**

- 5.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

## **6. PART-TIME AND FIXED-TERM WORK**

- 6.1 Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

## **7. BREACHES OF THIS POLICY**

- 7.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.
- 7.2 If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.
- 7.3 You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

## **8. OCCUPATIONAL REQUIREMENTS**

- 8.1 Certain roles within the Church are such that it is important that the individuals recruited for those roles share the beliefs of the Church and for certain roles, live a life consistent with those beliefs.
- 8.2 To refrain from employing individuals because they do not hold a certain belief would be discriminatory under the Equality Act 2010. However, in some cases a church can justify such discrimination where there is an occupational requirement that the recruited individual be of a certain faith/religion.
- 8.3 Employees of the Church will be required to be Christians and to assent to the statement of faith of the Church and to comply with the Code of Conduct where there is an occupational requirement having regard to the nature of the employment or the context in which it is carried out. The occupational requirement must be a proportionate means of achieving a legitimate aim.