

# Cambridge Buddhist Centre Equalities Policy

This policy sets out the steps taken by the Cambridge Buddhist Centre to prevent discrimination in the classes and courses it provides and in employment.

This policy and the way in which it operates will be reviewed every 2 years.

The policy was reviewed in July 2018

Signature .....Ratnaghosha.....

Chair of Board of Trustees

Date .....20/07/2018.....

## 1. Introduction

1. The Cambridge Buddhist Centre recognises the existence of discrimination against people because of particular characteristics or beliefs. This policy sets out the steps taken by the Centre to prevent discrimination in the classes and courses it provides and in employment.

## 2. Definitions

### 2.1 The Cambridge Buddhist Centre Equalities Policy aims to prevent *direct, indirect, associative and perceptive discrimination*.

1. **Direct Discrimination** is treating a person less favourably than others are or would be treated in the same or similar circumstances on the grounds of age, disability, race (including colour, ethnic origin or nationality), gender reassignment, sex, sexual orientation, responsibility for dependants (including pregnancy and maternity), religion/belief, marital status or HIV/AIDS status (all these will be described as *protected characteristics* in this document from this point onwards).
2. **Indirect Discrimination** is an unjustifiable requirement or condition which appears to apply equally to everyone but which has a discriminatory effect on people from a particular group.

3. **Associative Discrimination** is direct discrimination against someone because they associate with another person who possesses a protected characteristic.
4. **Perceptive Discrimination** is direct discrimination against someone because others *think* they possess a particular protected characteristic.

## **2.2 The policy also covers *harassment, third-party harassment and victimisation.***

1. **Harassment** is defined as any uninvited, unwelcome or unreciprocated behaviour which is offensive to a person (even if it is not directed at them) and causes that person to feel threatened, intimidated, humiliated or embarrassed or creates an environment which is hostile or offensive to that person.
2. **Third-party harassment** is defined as harassment by people other than workers at the Centre (e.g. members of the public, suppliers, Centre users).
3. **Victimisation** is defined as harassment that occurs as a result of a worker making or supporting a complaint, or raising a grievance, or because they are suspected of having done so.

## **3. Scope**

1. It is a condition of employment that every member of staff understands, complies with and implements this policy.
2. All staff are responsible for making every effort to prevent all types of discrimination at the Centre, and for ensuring that the Centre is equally accessible to groups and individuals from all communities.
3. Staff must not:
  - discriminate against other staff or users of the Centre
  - encourage others to practice discrimination
  - harass, abuse or victimise other staff or members of the public.

## **4. Providing an equal service**

### **4.1. Respect for diversity**

1. The Centre provides classes and courses in Meditation, Buddhism, Yoga, Tai Chi and Mindfulness Based Stress Reduction. Users are therefore drawn from a wide variety of communities present in Cambridge and the surrounding area. Staff will ensure that they treat all users with respect and dignity. Where users have particular needs, we will do everything possible to meet these needs.
2. In addition, the Centre has outreach activities in Peterborough, Milton Keynes, Letchworth and Hertford. Also classes are run at the University during term time. We also run special activities for young people, the University of the Third Age, workers from the Genome project and various

other one off events. We have an Open Day at least once a year. We also host many school visits. We have regular meetings with Buddhists from other traditions at the Centre. From time to time we run residential retreats at Burwell House, The Old Stable House, Newmarket and Vajrasana Retreat centre.

## **4.2. Publicity and written materials**

1. The Centre's publicity is distributed widely in Cambridge and surrounding areas. Special mailings are sent to particular groups.
2. Our publicity materials are written in plain English and are designed to be easy to read.

## **4.3. Access to services**

1. Our premises are fully accessible to people in wheelchairs with a ramped entrance, wide doorways and passages throughout, and an accessible toilet. Because this is a Grade 2\* listed building there are some areas which cannot be made accessible due to conservation restrictions.
2. We have an induction loop for use at meetings or training sessions where people are using hearing aids.
3. Our publications are written in plain English. We are committed to offering services in a manner appropriate to the needs and abilities of each individual user.
4. As a matter of policy, many of our activities are free of charge and for others prices are kept as low as possible, in order to make the Centre accessible to as many people as possible. We also offer a discount on prices to the unwaged. We are committed to making the content of our website as accessible to as many people as possible.

# **5. Equality in employment**

We intend to ensure equality in employment. No job applicant or member of staff will receive less favourable treatment on the grounds of a protected characteristic that they might have.

## **5.1. Recruitment**

1. Vacancies are advertised through notices and leaflets in centres and on our website. Job applicants are given information about the access details of the building, and are offered any assistance necessary in attending an interview, if shortlisted.

## **5.2. Employment**

1. All staff at the Centre are paid at an equal rate. Rates of pay and employment benefits available to staff are limited by the level of funding received by the Centre.
2. Staff training is planned and implemented with the aim of achieving equal levels of skill and knowledge among Centre staff.
3. The Centre's sickness policy states that staff will receive their full rate of pay for up to 6 weeks of sickness in any one tax year. Arrangements for additional paid sick leave, unpaid leave, accumulated annual leave, maternity/paternity leave, dependant care leave and carer's non-standard work patterns are made on a case by case basis, within an overall framework of aiming for equality for all staff while accepting the need to keep the Centre running.

## **6. Harassment**

### **6.1 Harassment**

Any member of staff who harasses another member or any user of the Centre, or behaves in a way which creates an offensive and hostile environment for a member or user of the Centre, will be dealt with in accordance with our Harassment and Bullying Policy and Procedure.

Harassment includes (but is not limited to)

- abusive language, including sexist, racist, homophobic, or other bigoted jokes
- unwanted physical contact
- displaying sexist, racist, homophobic, or other bigoted material, including graffiti
- requests for sexual favours

### **6.2 Third-party harassment**

The Centre will take steps to ensure that members of staff are protected from harassment from third parties (such as suppliers, members of the public, Centre users), as soon as such behaviour is reported to another member of staff, or if it is witnessed by another member of staff.

### **6.3 Victimisation**

The Centre will ensure that members of staff do not treat another member of staff badly because they have made a complaint or raised a grievance, or supported another member of staff who has.