



Salford CVS Equality, Diversity & Inclusion Policy

Version History

- Version 1 approved by board July 2014
- Version 2 approved by board February 2016
- Version 3 approved by board May 2017
- Version 4 approved by board March 2019
- Version 5 approved by board October 2020
- Version 6 approved by board June 2023
- Version 7 approved by the board March 2025

Next Review: March 2026

Table of Contents

1. Our Commitment	Page 3
2. Our Statement of Principles	Page 4
3. The Law	Page 4
4. Procedures	Page 5
○ Trustees	Page 5
○ Staff Recruitment and Selection	Page 6
○ Employment	Page 7
○ Service Provision	Page 8
○ Access to Our Services	Page 9
○ Working with Volunteers	Page 10
○ Monitoring & Evaluation	Page 11
5. Our Equality Achievements	Page 12
6. Appendices	Page 13
○ Appendix A: Protected Characteristics	Page 13
○ Appendix B: Sources of External Information and Support	Page 16
○ Appendix C: Equal Opportunities Monitoring Form	Page 17
○ Appendix D: Menopause Statement	Page 19

Salford CVS Equality, Diversity & Inclusion Policy

1. Our Commitment

Salford CVS is totally committed to the principle of equality of opportunity for all of its service users, staff, volunteers and trustees. The organisation is opposed to all forms of discrimination on the grounds of race, ethnic or national origin, religion or belief, sex, gender identity, marriage and civil partnership, pregnancy and maternity, sexual orientation, disability, age, class, immigration status, language, appearance, caring responsibilities or other unjustifiable discrimination. See Appendix A.

This policy document spells out how we will endeavour to make our organisation accessible and welcoming to service users, staff, volunteers, trustees, partners and contractors. We will make adjustments, wherever possible and within our financial resources, to enable full participation.

Salford CVS will work to promote equality, diversity and inclusion in our recruitment, selection and employment practices, volunteer recruitment, selection and training, service provision, board membership and meetings, meetings and events, communications and publicity. In order to emphasise our commitment to the delivery of this policy a Manager has been given the responsibility for monitoring the effectiveness of this Policy. The responsible Manager is Anne-Marie Marshall, Services Manager. All staff, volunteers and trustees are committed to implementing this policy.

As part of this policy, which applies to all the work that we do, we undertake Equality Impact Assessments (EIAs) when developing policies, new services or changing service delivery.

Project Initiation Documentation and reports to Trustees must include a completed Equality Impact Assessment that enables board members to consider equality implications at the time of making decisions. This ensures that they are meeting their obligations in relation to the law and the Salford CVS equality objectives and that any decisions made are based on robust evidence.

We hope that all service users will take the time to read this policy and let the Senior Management Team have any further suggestions or comments. They will be given urgent and serious consideration and a full response.

Alison Page and Ben Whalley

Chief Executive and Chair of Trustees

Salford CVS

2. Our Statement of Principles

Salford CVS is committed to ensuring equal opportunities for everyone in our workforce and the communities we serve. We aim to represent and provide services to all sections of the community in Salford. Everyone involved with Salford CVS is responsible for promoting equal opportunities.

We recognise that certain groups face discrimination based on race, gender, age, disability, sexual orientation, religion, and other factors. Some people may experience multiple forms of discrimination, making their lives more challenging. Discrimination can come from organisations, social institutions, or individuals, leading to social exclusion.

To combat this, Salford CVS is dedicated to removing discrimination from our policies and practices and promoting equality in all areas of their work. We are committed to fair treatment for people living in poverty, disabled individuals, ethnic minorities, elderly people, young people, women, LGBTQ+ individuals, asylum seekers, refugees, and other disadvantaged groups. We strive to ensure our policies and behaviours meet the needs of all community members.

Obtaining equality of opportunity is crucial in times of change and limited resources. Salford CVS, through our service users, staff, volunteers, and trustees, will work to meet these challenges in the workplace, service delivery, and other areas we can influence.

3. The Law

We comply with and, where reasonable, practical, and proportionate, go beyond the requirements of the Equality Act 2010. The Act defines nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

We also meet our statutory obligations under other relevant legislation and codes of practice, including:

- Humans Rights Act 1998
- Rehabilitation of Offenders Act 1974
- Relevant European Legislation – such as the directives relating to work and family considerations – When the outcome of Brexit is settled, this policy will be reviewed in the light of Parliament’s decision on the final Withdrawal Agreement.
- Employment Act (2009) and preceding statutes Criminal Statutes: The Protection of Harassment Act and laws on incitement to hatred

This is a mandatory policy and should be known by everyone connected with Salford CVS.

4. Procedures

4.1 Trustees

1. Legal Responsibilities

- Trustees are responsible for ensuring that Salford CVS meets its legal responsibilities, including those relating to equality legislation.

2. Policy Implementation

- All trustees accept and work to the Equality, Diversity & Inclusion Policy.
- Trustees monitor the policy's implementation in day-to-day work by receiving and analysing regular reports.
- Trustees carefully consider the outcomes of any completed Equality Impact Assessment (EIA) from an employment and service delivery perspective.

3. Board Membership

- Membership of the Salford CVS Trustee Board represents a wide cross-section of our Voluntary, Community, and Social Enterprise (VCSE) groups and organisations and the communities we serve.

4. Meeting Accessibility

- Trustees endeavour to ensure that the time, place, and conduct of meetings give all trustees and potential members an equal opportunity to be involved.

5. Training and Development

- Trustees undertake relevant training to ensure their knowledge and understanding of equality and diversity is current.
- This training enables trustees to fulfil their responsibilities effectively.

4.2 Staff Recruitment and Selection

1. Commitment to Equal Opportunities

- All job advertisements and job descriptions state that Salford CVS is committed to equal opportunities.

2. Job Descriptions and Application Forms

- Job descriptions, person specifications, and application forms are reviewed as each vacancy arises to ensure they are directly relevant to the post.
- Consideration is given to whether the job can be shared and whether working hours can be flexible.
- Application forms ask only for information relevant to the post.

3. Advertising Vacancies

- All vacant posts are advertised widely, including through local community networks and forums, to encourage applications from all sections of the community.
- Information sent to applicants includes a job description, person specification detailing essential and desirable attributes, and an equalities monitoring form.

4. Monitoring Forms

- Monitoring forms are separated from the application before short-listing and used only after the selection process for monitoring purposes.

5. Interview Panel

- Members of the interview panel have appropriate training and/or experience and reflect, as far as possible, the communities Salford CVS serves.

6. Short-listing and Selection

- Short-listing and selection for the post are carried out objectively on job-related criteria specified in the job description and person specification.
- Trustees or staff with knowledge of a candidate will use only the applicant's application form to judge suitability for short-listing.
- The person specification indicates which requirements are essential and which are desirable. Only essential criteria are considered in the first round of short-listing.

7. Interview Process

- Interview questions relate directly to the person specification, job description, and application forms.

- Questions are not varied according to the age, disability, gender identity, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex, sexual orientation, or circumstances of any applicant.
- All interviews will include a question about equality, diversity, and inclusion.
- Decisions taken at short-listing and interviewing are recorded. Feedback is made available to unsuccessful interviewees on request.

8. DBS Checks

- Depending on the job role, DBS checks can be part of the recruitment process. Our criminal records checks policy guides this process and takes into account the Rehabilitation of Offenders Act.

9. Policy Acceptance

- Acceptance of the Salford CVS Equality, Diversity & Inclusion Policy is a condition of employment, and all employees must work to this policy.

10. Leadership and Communication

- Our line managers lead by example and champion equality, diversity, and inclusion across the organisation.
- Ensuring Salford CVS's commitment to equality, diversity, and inclusion is communicated to all employees and volunteers.

4.3 Employment

1. Terms and Conditions of Employment

Salford CVS's terms and conditions of employment are set out in the staff handbook, with references to equality, diversity, and inclusion in the following sections:

- **Introduction** (page 4)
- **Equality, Diversity & Inclusion** (page 16)

2. Induction Process

- All new staff members receive a planned induction designed to meet the needs of the staff member and the post.

3. Line Management and Appraisals

- All staff have 6-weekly line management sessions, following a standard format and guidance provided to all line managers. These sessions include a section where staff can raise equality and diversity issues.

- All staff have an annual appraisal. Line managers are accountable to the Chief Executive for the conduct of staff appraisals.

4. Reporting and Data Collection

- All staff members are asked to provide a monthly report to the Chief Executive, which includes presenting equality data and insights.

5. Learning and Development

- Salford CVS ensures all staff receive equal and fair access to learning and development opportunities through line management and training request and evaluation systems.
- Salford CVS strives to meet training and development needs as appropriate within the capacity of our resources.

6. Individual Circumstances and Adjustments

- Salford CVS considers the individual circumstances of staff members within the scope of the Equality Act, ensuring our service meets its needs. This may include actions such as reasonable adjustments to the employee's working environment or flexible working patterns. This includes staff experiencing menopause, which is covered by Sex in the Equality Act (See Appendix D - Menopause Statement).

7. Workplace Environment

- Salford CVS is committed to ensuring all employees and volunteers have a workplace free from victimisation, bullying, and harassment.
- Relevant policies and procedures, including how to report incidents, are in our staff handbook, which is regularly reviewed and updated. These documents are stored on Breathe HR.

4.4 Service Provision

1. Recognition and Respect for Diversity

Our equality, diversity, and inclusion policy requires our service users, staff, volunteers, and trustees to recognise and respect diversity within Salford's communities.

2. Awareness and Standards

- We take steps to ensure everyone is aware of the services available and the standards they can expect. This is achieved through our website and connections with local community networks and forums.

3. Understanding User Needs

- We find out, understand, and consider the views, experiences, needs, and hopes of our diverse user groups by:
 - Reviewing participant feedback from events and training.
 - Undertaking regular surveys.
 - Reviewing data about the changing make-up of Salford communities.

4. Accessibility of Services

- We make our services available at times and places that suit the communities and groups we work with, as far as is reasonably practicable.
- When organising training or events, we consider the diverse needs of our service users.

5. Anti-Discrimination Measures

- All employees are required to use their best endeavours to ensure that no one in their dealings with Salford CVS suffers discrimination, harassment, bullying, or victimisation because of their sex, gender identity, race, age, disability, sexuality, religion or belief, pregnancy & maternity, marriage & civil partnership, or other unjustified reason.

6. Development Support for VCSEs

- Salford CVS delivers development support for VCSE groups and organisations on anti-discriminatory and equal opportunities practices.

7. Contribution to Local Strategies

- Salford CVS contributes to Salford's Equalities and Inclusion, Tackling Poverty, Inclusive Economy, and Community Cohesion Strategies.

8. Information and Briefings

- Salford CVS provides access to up-to-date information and briefings about access and equality issues and practices, both for the benefit of its own staff and for VCSE groups and organisations in Salford.

4.5 Access to Our Services

1. Reaching VCSE Groups and Organisations

- Salford CVS works to ensure our services reach VCSE groups and organisations supporting communities of identity and place by maintaining and developing positive links with a range of forums and networks representing Salford's diverse communities.

2. Publicising Services

- We use plain language when publicising our services.
- Although we do not currently provide information in community languages, we are committed to working with community groups and representatives to promote access. If someone needs this facility, we will actively consider the request and explain why it might not be possible in a given situation.
- We promote our services in a variety of ways, not just relying on the written word.

3. Positive Imagery

- We use positive images reflecting the diversity of Salford communities.

4. Communication Needs

- Salford CVS is sensitive to the communication needs of individuals and groups/organisations we work with and aims to meet these needs.

5. Accessibility of Premises

- We ensure our own premises are physically accessible.
- Accessibility is taken into account when booking external venues – including physical access, easy to find and to travel to on public transport, etc..

4.6 Working with Volunteers

1. Valuing Volunteers

- Salford CVS volunteers are a valued resource. We are committed to always treating them equally and welcoming diversity.

2. Induction Process

- All volunteers are expected to accept and work to the Equality, Diversity & Inclusion Policy, a copy of which will be provided as part of the induction process.

3. Recruitment

- Volunteers are recruited from as wide a range of backgrounds as possible to reflect the composition of Salford communities.
- Depending on the volunteering role, DBS checking can be part of the procedure for recruiting volunteers. Our criminal records checks policy guides this process and takes into account the Rehabilitation of Offenders Act.
- Selection of volunteers is based on the experience and skills of each individual.

4. Expenses

- Volunteers' expenses are paid promptly on receipt of relevant documentation.

5. Support and Supervision

- Regular support and supervision is provided to all volunteers in line with our policy.

6. Support for VCSE Groups and Organisations

- Salford CVS provides support to VCSE groups and organisations in all aspects of working with volunteers, including promoting equality of opportunity in volunteering.

4.7 Monitoring & Evaluation

1. Documentation for Data Collection

Managers are responsible for ensuring the following documentation is used for the collection of equality, diversity, and inclusion data:

- **Equal Opportunities Monitoring Forms:** These are used to record information about individuals such as job applicants, staff, volunteers, and service users.
- **Membership Forms**
- **Feedback and User Satisfaction Forms:** For Service Provision, VOCAL Forums, Training, and Events.

2. Submission and Collation

- All staff are responsible for submitting these forms to the Admin Team for collation.

3. Data Analysis and Reporting

- Managers are responsible for analysing equality, diversity, and inclusion data.
- Managers share this data with the named lead in this policy, who produces reports for the board of trustees.

4. Project Initiation and Equality Impact Assessments

- All managers are required to complete the Project Initiation Document and Equality Impact Assessment and Plan when developing new projects or services.

5. Our Equality Achievements

We are proud of our equality achievements and recognise the need for ongoing commitment to developing innovative ways to promote greater equality.

Regular reviews of this policy ensure the application of best practices in equality. We will ensure that all relevant groups, staff, volunteers, partner agencies and community groups need to be involved in developing and implementing this policy.

We recognise the need to ensure all service users, staff, volunteers, and trustees are fully aware of their own responsibility with respect to the achievement of equality of opportunity.

6. Appendices

Appendix A – Protected Characteristics

Definitions and examples of the nine protected characteristics under the Equality Act 2010.

Age

An age group includes people of the same age and people of a particular range of ages. The Act protects people of all ages.

Disability

This protected characteristic defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. The social rather than the medical model of disability is used in considerations around making a reasonable adjustment.

Marriage and civil partnership

The Act protects employees who are married or in a civil partnership against discrimination in employment because they are married or in a civil partnership.

Pregnancy and maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Gender Reassignment

The protected characteristic of gender reassignment for the purposes of law is where a person has proposed, started or completed a process to change his or her sex. A transsexual person has the protected characteristic of gender reassignment. A woman making the transition to being a man and a man making the transition to being a woman, both share the characteristic of gender reassignment, as does a person who has only just started out on the process of changing his or her sex, and a person who has completed the process.

Race

People who have or share characteristics of colour* (sic), nationality or ethnic or national origins, can be described as belonging to a particular racial group. A racial group can be made up of two or more different racial groups. A Minister of the Crown can amend the Act by order so as to add 'caste' to the current definition of 'race'. The term 'caste' denotes a hereditary, endogamous (marrying within the group)

community associated with a traditional occupation and ranked accordingly on a perceived scale of ritual purity. It is generally (but not exclusively) associated with South Asia, particularly India. *Colour includes being black or white.

Religion or Belief

This is the protected characteristic of religion or religious or philosophical belief, which is stated to include for this purpose a lack of religion or belief. It is a broad definition in line with the freedom of thought, conscience and religion guaranteed by Article 9 of the European Convention on Human Rights. The main limitation for the purposes of Article 9 is that the religion must have a clear structure and belief system. Denominations or sects within a religion can be considered to be a religion or belief, such as Protestants and Catholics within Christianity. The criteria for determining what is a 'philosophical belief' are that it must be genuinely held; be a belief and not an opinion or viewpoint based on the present state of information available; be a belief as to a weighty and substantial aspect of human life and behaviour; attain a certain level of cogency, seriousness, cohesion and importance; and be worthy of respect in a democratic society, compatible with human dignity and not in conflict with the fundamental rights of others. So, for example, any cult involved in illegal activities would not satisfy these criteria.

Sex

References in the Act to people having the protected characteristic of sex mean being a man or a woman, and that men share this characteristic with other men, and women with other women. The Act protects both men and women.

Sexual Orientation

The protected characteristic of sexual orientation is defined as being a person's sexual orientation towards people of the same sex as him or her (in other words the person is a gay man or a lesbian), people of the opposite sex from him or her (the person is heterosexual), or people of both sexes (the person is bisexual).

Definitions of discrimination

Direct Discrimination

Treating someone less favourably on prohibited grounds (gender/gender identity/race/disability/sexual orientation/religion or belief/age/socioeconomic status) than another would be treated in comparable circumstances, where the treatment cannot be objectively justified (e.g. by an occupational requirement). Direct discrimination is unlawful under all anti-discrimination laws. Example: Failing to offer a man a job because he is gay.

Indirect Discrimination

Applying a provision, criterion or practice that disadvantages people of a particular group unjustifiably or disproportionately (where that group is defined by sex, race,

disability, sexual orientation, religion or belief, or age). Example: Requiring job applicants to have a set number of years of experience may indirectly discriminate against women who have taken a career break.

Discrimination by Association

Discrimination by association occurs when the discriminatory ground applies to a person but another person is detrimentally treated as a consequence. Sometimes, the phrase “transferred discrimination” has been preferred to describe more accurately what has taken place in certain situations.

Discrimination by Perception

Discrimination by perception is discrimination against someone because he or she is wrongly perceived to have a certain protected characteristic, for example, where an employer believes an employee is gay or is of a particular race and treats him or her less favourably as a result. This is unlawful discrimination under the Equality Act 2010.

Intersectionality

Society has a better understanding of minoritised identities, and the Equalities Act 2010’s nine protected characteristics (Race, Gender, Sex, Sexuality, Pregnancy, Age, Disability, Marriage/relationship status, Religion and strongly held views) enshrined in law protections often taken for granted by people who do not belong to minority groups or identities. Because of this, there have been significant steps forward in how people who fall within those nine groups are protected and feel able to speak up against direct and indirect discrimination.

Intersectionality, however, refers to the convergence of multiple characteristics experienced by any individual in life. These can compound pre-existing exclusions based on numerous identities to greater or lesser degrees. In other words, a person has a position in all areas of life and identity. For example, they have an age, race, gender identity, religion (including none), sexuality, sex, relationship status, health, and pregnancy status.

Therefore, intersectionality is a term used to acknowledge that every person is complex and unique and has their own qualitative experience and subsequent view of the life they live.

The Equality Network outlines an example of intersectionality and the challenges faced by someone with intersecting identities:

“A disabled lesbian Muslim will have to deal with ableism, homophobia, Islamophobia, racism and sexism. She might find physical barriers to accessing LGBT venues, but even when she can get into the building, she might still face racism and Islamophobia from the...LGBT community.”

There are, of course, many other examples, but in summary, intersectionality can lead to people feeling that they may not belong in any one “social group” and will, therefore have the same effect as anyone else in a minority identity.

Appendix B – Sources of External Information and Support

Contact information for various organisations providing support and advice on equality and diversity issues.

Commission for Equality and Human Rights – CEHR

0808 800 0082 Advice Line Number

Contact Us link: <https://www.equalityhumanrights.com/contact-us>

<http://www.equalityhumanrights.com/>

ACAS

<http://www.acas.org.uk/index.aspx?articleid=1461>

Business Disability Forum

<https://businessdisabilityforum.org.uk/>

Help and Support for Older Workers

<https://www.gov.uk/government/publications/help-and-support-for-older-workers>

Stonewall – Campaign Group for the Lesbian, Gay and Bisexual Community

<http://www.stonewall.org.uk/>

Beaumont Society – Registered Charity providing a transgender support network and promoting a better understanding of the conditions of gender dysphoria in society <https://beaumontsociety.org/>

Gender Trust – Registered Charity working for those with gender identity issues <http://www.gendertrust.org.uk/>

Fawcett Society – Working to eliminate discrimination between women and men <http://www.fawcettsociety.org.uk/>

HM Government Women and Equalities Unit

<https://www.gov.uk/government/organisations/women-and-equalities-unit>

Equally Yours – Registered Charity is a UK charity that brings together people and organisations working across equality, human rights and social justice to make a reality of these in everyone’s lives.

<https://www.equallyours.org.uk/>

Citizens Advice – Provide IAG on all forms of Discrimination

<https://www.citizensadvice.org.uk/law-and-courts/discrimination/>

Disability Rights UK

<https://www.disabilityrightsuk.org>

Appendix C – Equal Opportunities Monitoring Form

Equal Opportunities Monitoring Form



Why are we asking for this information?

Salford CVS is committed to ensuring that our activities follow good practice in equality and inclusion. The information from this form enables us to monitor the effectiveness of our equal opportunities practice and to ensure that we are open to all.

Any information that you provide will remain anonymous.

Please put an X in any relevant box.

Sex			
Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	Other (Please State)	<input type="checkbox"/>

Gender Identity			
Is your gender identity the same as the gender you were assigned at birth?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		<input type="checkbox"/>

Ethnicity			
White		Black or Black British	
English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>	African	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Gypsy or Irish Travellers	<input type="checkbox"/>	Any other Black background (please state)	
Roma	<input type="checkbox"/>		
Any other White background (please state)	<input type="checkbox"/>		
Mixed		Asian or Asian British	
White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>

White and Black African		Chinese	
White and Black Caribbean		Indian	
Any other Mixed/Multiple ethnic background (<i>please state</i>)		Pakistani	
		Any other Asian background (<i>please state</i>)	
Other Ethnic Group		Prefer not to say	
Arab			
Any other ethnic group (<i>please state</i>)			

Age			
Under 18		45-54	
18-24		55-64	
25-34		65-74	
35-44		75+	
Prefer not to say			

Sexual Orientation			
Heterosexual		Lesbian	
Bisexual		Gay	
Other (<i>please state</i>)		Prefer not to say	

Disability			
The Equalities Act 2010 defines a disability as a 'physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry our normal daily activities'.			
Do you consider yourself to have a disability? No <input type="checkbox"/> Yes <input type="checkbox"/> (If yes, please tick below)			
Do you consider yourself to have a long-term health condition? No <input type="checkbox"/> Yes <input type="checkbox"/> (If yes, please tick below)			
Hearing Impairment		Learning Difficulty	
Visual Impairment		Physical Difficulties (including mobility impairments)	
Hidden Disability or Impairment (Conditions that are not immediately apparent, such as chronic pain, chronic fatigue syndrome, fibromyalgia and Cancer)		Long-term health conditions (such as diabetes, epilepsy, and multiple sclerosis)	
Mental Health Conditions		Multiple impairments	
Neurodivergent Conditions		Prefer not to say	
Other (<i>please state</i>)			

Religion			
No religion		Muslim	
Christian (all denominations)		Sikh	
Buddhist		Any other religion (<i>please state</i>)	
Hindu		Prefer not to say	
Jewish			

Dependents			
<p>Do you look after a child as a parent, guardian or foster parent or help an adult to carry out their daily routine?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>			
Carer of Children		Carer of Adults	

Employment			
Employed – Full Time		Carer	
Employed – Part-Time		Unemployed	
Self Employed		Unable to work due to long-term sickness or disability	
Retired		Other (<i>please specify</i>)	
Student		Prefer not to say	
Looking after home or family			

Appendix D - Menopause Statement

Introduction

At Salford CVS, we are committed to the well-being and retention of all employees and to providing an inclusive and supportive workforce. We recognise that menopause, including perimenopause, is a significant life event that can affect employees differently based on factors such as disability, age, race, faith/religion, sexual orientation, gender identity, or marital/civil partnership status. Menopause can also impact partners, families, and friends.

While menopause is not specifically listed as a protected characteristic under the UK Equality Act 2010, sex, age, and disability are characteristics that provide protection against unfair treatment of employees going through menopause. This statement covers individuals with female biological characteristics that identify as women, female, non-binary, transgender, intersex, or another identity.

Salford CVS Approach

We take a person-centred approach to menopause, recognising that everyone's experience is unique. Our support is tailored to individual circumstances.

Salford CVS Commitments

Awareness and Education:

- Provide training and resources to all employees, including managers, to raise awareness about menopause, its symptoms, challenges, and potential impact on work life.

Supportive Environment:

- Encourage employees to speak to their line manager about their menopause experience, especially if it impacts their quality of life. Employees can also approach our HR officer or another manager they feel comfortable with.
- Ensure managers treat employees with dignity and respect during discussions about menopause and recognise the diversity of experiences.
- Promote open conversations about menopause throughout the organisation, ensuring employees feel comfortable discussing their needs and seeking support.

Workplace Adjustments:

- Recognise the need for reasonable workplace adjustments for those undergoing menopause, including changes to work patterns, job tasks, or the work environment. Adjustments will be made on a case-by-case basis.

Health and Well-being:

- Regularly review policies to ensure they are inclusive and supportive of employees going through menopause.
- Operate an opt-in Employee Assistance Programme through the Holiday Saturday Fund, providing access to a 24/7 advice line and counselling and emotional well-being support.

Policy and Practice:

- Reflect our commitment to supporting employees through menopause in our HR policies and practices, including provisions for reasonable adjustments and Occupational Health support.
- Ensure risk assessments consider those going through menopause as part of our health and safety responsibilities.
- Continuously seek feedback from employees to improve our support systems and ensure they meet workforce needs.

Please note that this statement is not contractual and does not form part of the terms and conditions of employment.

Conclusion

We recognise that menopause impacts everyone differently and that guidance on menopause will evolve. Salford CVS is committed to working flexibly with employees through a person-centred approach to navigate this stage of life. By implementing these commitments, we aim to create a workplace where everyone feels valued, supported, and able to perform at their best, regardless of their stage of life.

Further Information:

NHS Menopause Overview

Menopause - NHS (www.nhs.uk)

The Menopause Charity

[The Menopause Charity - Menopause Facts, Advice and Support](#)

The National Institute for Health and Care Excellence (NICE) Guidelines for menopause

[Menopause | Information for the public | Menopause: diagnosis and management | Guidance | NICE](#)

Balance provides free menopause information

[balance - Home \(balance-menopause.com\)](http://balance-menopause.com)

The Hysterectomy Association insight into surgically induced menopause because of having a hysterectomy

[Hysterectomy Association \(hysterectomy-association.org.uk\)](http://hysterectomy-association.org.uk)