



POLICY

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● Senior Responsible Officer	Head of HR Jane Ingram

Business in the Community (BITC) Anti- Racist Policy

Purpose

BITC values the difference that an inclusive and diverse workforce offers. We will build a culture that values objectivity, openness, fairness, and transparency; recognises the implications of privilege; and hears the impact of lived experiences. Embracing this will make BITC a more responsible organisation, aligned to the values and behaviours we expect ourselves and the expectations of our members and communities we support.

We have zero tolerance for any racism. Every individual has the right to a working environment free from any form of racial discrimination, harassment, bullying or victimisation.

We seek to create a culture of trust and inclusivity, where any colleague who experiences or witnesses' racism and or racist behaviours knows that concerns will be listened to and addressed.

This Policy sets out our principles for all our colleagues and offers different options to help colleagues resolve concerns, problems, or complaints in an effective, fair, consistent, and prompt manner.

Scope

This policy applies to all employees (colleagues) based in the UK.

This policy does not apply to secondees, agency workers, volunteers, suppliers, or contractors. Concerns raised by an agency worker or contractor are to be dealt with in accordance with their own employer's policy. This policy does not apply to concerns involved or raised by members or other external organisations.

This policy may be subject to change at the discretion of management and in consultation with our recognised Union, Community, where fundamental changes are required.





Business in the Community expects all colleagues to commit to the following principles:

- Ensuring everyone who works for or is in some way involved with the organisation, should be treated with dignity and respect, and should not be subjected to any form of racial discrimination, harassment, or inappropriate behaviour.
- Ensuring all our leaders and managers role model our values that underpin the way we work and take the lead to call out and support colleagues where any potential racial discrimination or harassment is observed.
- Playing your part in making the organisation's policy a reality by not being afraid to make a stand for yourself or for a colleague. Be prepared to take appropriate action if you observe or have evidence that someone else is being discriminated against or harassed.
- Being aware of the existence of racial discrimination, harassment, bullying and other inappropriate behaviours and their impact.
- Making sure our conduct does not cause offence or misunderstanding and if we accidentally cause offence, take ownership for mistakes, apologise, and learn from them.
- Avoiding inciting others, or colluding with racial discrimination, harassment, bullying or victimisation.
- Taking time to listen and understand, showing tolerance in dealings with others and giving feedback where appropriate so we can learn and grow.
- Co-operating with any formal investigation as a witness if requested.

What is Racial Discrimination and Harassment

Racial discrimination and harassment can take many forms and may be against one or more people and may involve single or repeated incidents across a wide spectrum of behaviour.

Examples of what may be considered racial discrimination and harassment is provided below for guidance. This is not an exhaustive list and is meant only as a guide.

- Making inappropriate or derogatory comments, microaggressions or micro behaviours, banter or jokes referring to someone's race or ethnicity, or race-related characteristics, such as skin tone, hair texture, facial features, accent, or attire.





- Using inappropriate or derogatory colloquialisms or other language to refer to someone of a certain race, nicknames, innuendos, insults, abusive or inappropriate language, degrading banter, or offensive terminology.
- Acting with hostility or demonstrating negative feelings towards someone because they are of a particular race.
- Derogatory stereotyping, e.g., attributing the same characteristics to all members of a race, regardless of individual differences.
- Ignoring, isolating, or not cooperating with, or excluding colleagues because of their race.
- Gaslighting or not believing a colleague's lived experience. This may manifest when a colleague has shared something and included a race lens, and the other person insists that the anecdote doesn't involve race.
- Preventing individuals progressing by intentionally blocking promotion or training opportunities, failing to hire, train, mentor or promote someone because of their race.
- Subjecting someone to excessive performance monitoring or overly criticising them in person or in front of others because of their race.

Call it out:

How to handle complaints of racial discrimination or harassment

Raising a complaint

Complaints about racial discrimination or harassment can be difficult and will be treated sensitively and with the utmost confidentiality and fairness.

Concerns should be handled sensitively by those who have been appointed to help resolve them or by those who provide witness statements or other information. Details are confidential and must only be discussed with those who need to be aware, limited to the relevant manager and HR.

Any complaint raised by a colleague after their employment has ended will be considered by BITC on its own merits. BITC reserves the right to decide whether and how any such complaint will be investigated.

If BITC becomes aware of a serious issue it may decide to conduct a formal investigation in the absence of a formal complaint by a colleague. The colleague will be notified and supported.





If after an investigation a formal complaint is upheld in whole or in part this will be treated as a potential disciplinary offence, which may result in disciplinary action or dismissal from employment.

Any colleague victimising another colleague for bringing forth a complaint will face disciplinary action up to and including termination of employment.

It is the responsibility of line managers, together with Human Resource colleagues, to ensure that making a complaint does not result in subsequent victimisation.

Complaints can be handled in an informal or formal manner depending on the nature of the complaint and what action the complainant wishes to take.

Options are outlined below:

Informal Resolution

In some cases, particularly with micro behaviours or micro aggressions, it may be possible to solve matters informally. Sometimes people are not aware that their behaviour or actions are racially discriminatory or harassment, and an informal discussion can lead to greater understanding and an agreement that the behaviour or discrimination will cease immediately.

- Raise this directly through a face-to-face meeting
- Raise this by another form of communication such as e-mail or letter
- In certain situations, we know colleagues may not wish to confront the person. In this case, the colleague can raise their concerns or a formal complaint to their line manager, another line manager, or the Head of HR.

Formal Grievance

Where racial discrimination or harassment is of a serious nature, e.g., taking into account the intent, impact, and frequency of the alleged offence and following the informal route has not resolved the issues, or is not appropriate, the colleague should follow the BITC Grievance Policy.

After the Grievance Decision

If after an investigation a complaint of racial discrimination or harassment is upheld in whole or in part, this will be treated as a potential disciplinary offence, which may result in disciplinary action or dismissal from employment.

Further Support





The Prince's
Responsible
Business Network

Our confidential EAP provider is always available for colleagues on:

0800 012 1473 and quote “HA121555” when calling the service.

App Download: Health e-Hub app from the App store or Google Play. Username - MetLife
Password - EAP

Website: The online portal is at <https://www.healthassuredeap.co.uk> Username - MetLife
Password – EAP

Community Members can contact Community on **0800 389 6332**. Or e-mail
servicecentre@community-tu.org

