

Diversity and Dignity at Work

JW3 is committed to encouraging diversity and eliminating discrimination. Our aim is that each individual feels respected and able to give their best. This aim is reflected in:

- Our Mission, Vision and Core Values
- Our Equality and Diversity Policy
- Our Code of Conduct

As an organisation, we will work positively in our community to redress disadvantage and to make our services as accessible as possible to all.

JW3 aims to provide fairness for all in our employment, not to discriminate on the grounds of race, ethnicity, sex, gender reassignment, disability, age, sexual orientation, pregnancy and maternity, religion or belief, marriage and civil partnership, and to reflect the diversity of cultural experience in the way we manage our team members.

Selection for employment, promotion, training or any other benefit will be solely on the basis of aptitude and ability and our criteria and procedures are regularly reviewed both to ensure this and to remove any unnecessary barriers. All Employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of JW3. JW3 will regularly review its policies and procedures and their application to ensure their continued relevance and appropriateness to the operation of this policy.

It is the duty of all Employees to accept their personal responsibility for the practical application of dignity at work, both towards fellow Employees and in delivering services to the public. At the same time JW3 acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in recruitment and Employee administration to promote best practice at all times.

Any Employee who believes that they have been unfairly treated within the scope of the policy must raise the matter through JW3's Grievance Procedure. Any job applicant who believes that they have received inappropriate treatment should write to the Director of People and Culture and/or the CEO, who will ensure that the complaint is investigated.

Everyone has the right to come to work with dignity and we will only be able to deliver the best service to our diverse range of members and visitors if we have a working environment that is free from unacceptable behaviour. The following information outlines the concept of dignity at work and what might constitute unacceptable behaviour, what action can be taken if such behaviour is experienced or observed and the resources which are available to those who believe that they may be the victim of unacceptable behaviour.

JW3 is committed to:

- Equal treatment for all, including equal pay for the same work and equality of terms in employment
- Providing an environment in which everyone is treated with dignity and respect
- Ensuring that everyone can operate free from any type of discrimination (whether direct or indirect), harassment or victimisation.

Equality and Diversity Policy – “Better Together”

Introduction

JW3 is committed to creating a community within our Centre that respects and values each and every person, that treats every individual fairly and equally and that celebrates diversity. We will strive to achieve the highest possible levels of equality, appreciation of diversity and commitment to inclusion, as we build and strengthen our Centre – it will be a welcoming environment in which everyone should feel comfortable, confident and valued for who they are. We also prioritise the importance of building strong and positive community relations, including inter-faith and other work that brings people together. This Equality and Diversity Policy sets out this commitment, providing an inclusive and supportive environment where our staff can work free from discrimination, bullying or harassment. The company strives to promote equality of opportunity in all our policies, practices and procedures and will vigorously challenge unacceptable behaviour or conduct. In this respect, every member of the company has a responsibility for equality and diversity. The Policy should be read in conjunction with our Code of Conduct and other relevant Policies.

We are a Jewish community centre that welcomes both Jewish and non-Jewish involvement and engagement with the Centre and its programme. We operate with a diverse clientele and encourage a diverse workforce. It is the aim of the company to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on any grounds, but especially antisemitism; ethnicity; race; nationality; religious background and belief; sex; pregnancy and maternity; gender reassignment; sexual orientation; age; disability (including mental illness); marital status; or anything else of that nature; nor will we tolerate any proselytising activities.

Our Response

We will challenge and actively oppose direct or indirect discrimination, abuse, harassment, victimisation or institutional discrimination on any of the above-stated grounds. Discrimination will not be tolerated whether it was carried out intentionally or otherwise.

All members, visitors, hirers, staff and contractors are required to act in accordance with these objectives and stipulations.

Our staff have been trained to take action against any breach of the principles behind this policy and we look to all who enter our building to assist in applying it – including challenging inappropriate behaviour of any kind.

The Policy will apply to the programming, access, employment, commercial dealings, language and communications and all other facets of JW3’s daily life and management.

Equality and Diversity Policy – Enforcement

All members, visitors, hirers, staff and contractors are expected to comply with this Policy and its aspirations and also to challenge others in cases where it is abused. Anyone who feels uncomfortable in challenging a person directly should report the behaviour to a staff member. JW3 staff members are eager to be of assistance and members and visitors should not hesitate to notify them when needed. If there is a concern over a staff member, then contact should be made with an appropriate senior manager.

The People and Culture Director and/or CEO of JW3 (or delegated colleague) will oversee an appropriate process for the investigation of reported incidents. If a violation of JW3's Equality and Diversity Policy has occurred, the People and Culture Director and/or CEO may decide to issue a warning and/or require an appropriate apology and/or suspend or terminate Jewish Community Centre membership and visitor privileges and/or ask the individual concerned to leave the building. Where appropriate, the incident will be reported to the Police.

There will be a right of appeal to a Disputes Committee appointed by the JW3 Board. The JW3 Board is ultimately responsible for the interpretation and application of this document.

JW3 will also keep up to date on matters affecting equality, diversity and inclusion and keep the Policy under review.

Note: We note the appropriate exceptions to the Equality Act (2010) which may apply to JW3 and will act accordingly in a proportionate manner.

Responsibilities of the Company

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Director of People and Culture and Chief Executive Officer. In particular:

- All employees will be made aware of this policy and the arrangements and reasons for the policy.
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible.

Responsibilities of Employees

Responsibility for ensuring that there is no unlawful discrimination rests with all employees and the attitudes of employees are crucial to the successful operation of fair employment practices. In particular, all employees should

- Comply with the policy and arrangements.
- Not discriminate in their day-to-day activities or induce others to do so.
- Not victimise, harass or intimidate other staff or groups for any reason or on any basis
- Inform management if they become aware of any discriminatory practice.

Code of Conduct – “Better Together”

Introduction

Every person within our community (including members, visitors, hirers, staff and contractors) is enthusiastically welcomed into JW3 in a safe, stimulating and inspiring environment within which sensitivity, respect for others, and cooperation is highly valued. Therefore, we request that all who enter the building conduct themselves in a manner that does not interfere with the ability of others to enjoy their visit here. Everyone is expected to subscribe to generally acceptable standards of behaviour as well as this Code of Conduct. (The Code complements our other Policies including Security, Kashrut (keeping Kosher) and Shabbat.)

Our Vision, Values and Aims

We will create a flourishing community centre, a vibrant destination venue and an innovative transformation hub – a place to celebrate Jewish life, community and culture. Our ethos is based

upon Jewish values, and treating Jewish culture, custom and practice with the utmost respect. We strengthen Jewish identity and community and are deliberately sensitive and supportive of British Jewry's interests, aspirations and concerns – including those relating to Israel and Jewish Peoplehood. We treat all Jews equally and refuse to take part in destructive communal conflict. We value non-Jewish participants on our programmes who take a genuine, positive interest in Jewish life and we seek to achieve all of this as we take our place in the wider setting of multi-cultural London. In order to create and sustain this setting, we ask that all who visit or use the building and its facilities and programmes will subscribe to or respect our Vision, Values and Aims.

JW3 Vision

A vibrant, diverse, unified Jewish community, engaged with Jewish life and actively contributing to wider society

JW3 Mission

To create open and welcoming Jewish spaces that bring different people together, strengthen identities, and build community through arts, culture, education, and social action.

JW3 Values

Our core values are:

➤ <i>Kehillah</i>	קהילה	Community
➤ <i>Hachlalah</i>	הכללה	Inclusivity
➤ <i>Yitsiratiyut</i>	יצירתיות	Creativity
➤ <i>Chesed</i>	חסד	Lovingkindness
➤ <i>Shituf Peulah</i>	שיתוף פעולה	Collaboration
➤ <i>Dugma Ishit</i>	דוגמא אישית	Leading by Example

Extrapolating these further, our internal values include:

- Inclusiveness
- Caring for others
- Respect and dignity
- Justice and fairness
- Commitment to Jewish learning
- Personal development and growth
- Community-building
- Community cohesion

We are a Jewish community centre that welcomes all Jewish and non-Jewish involvement and engagement with the centre and its programme.

Members, Visitors, Hirers, Staff and Contractors

Our community operates according to the principles that each person:

- is valued and treated with dignity and respect.
- respects the dignity of others.

- will be safe and feel safe.
- who is young and/or vulnerable has a right to be listened to and be believed.
- will always take responsibility for their own safety and the safety of others.
- has a responsibility to uphold the values of the Centre and to make it a better place.
- is tolerant of the views of others even if they are not shared.
- will take pride in maintaining the Centre's physical environment.
- is expected to choose appropriate behaviours and language and encourage others to do so as well.
- is expected to think about the results of their actions and how they affect others.

Unacceptable Behaviour

We will not tolerate any form of discrimination, harassment, bullying or abuse relating to antisemitism (i.e. anti-Jewish racism); ethnicity; racism of any sort; nationality; religious background and belief; sexism; pregnancy and maternity; gender; sexual orientation; ageism; disability (including mental ill health); marital status; or anything else of that nature; nor will we tolerate any proselytising activities.

JW3 reserves the right to suspend membership privileges and visitor opportunities or remove or bar individuals from the premises (without refund), if any individual or organisation is directly involved with or encouraging or otherwise condoning (this is an illustrative list and not exhaustive):

- failure to observe or otherwise disrespect the law.
- physically or verbally abusive, aggressive, bullying or otherwise unacceptable behaviour towards other members, visitors, hirers, staff or contractors.
- foul or profane language and/or gestures or excessive noise.
- inappropriate physical contact.
- sexually explicit conversation or behaviour or any sexual contact.
- wearing inappropriate attire.
- theft or behaviour that results in the damage or loss of Jewish Community Centre or personal property or possessions, or otherwise litters the premises.
- smoking anywhere on the premises, including the use of electronic-cigarettes – indoors or outdoors – JW3 is a smoke-free zone.
- the display or distribution of posters, leaflets or other forms of information without permission of the management – especially where they are likely to cause offence.
- flagrant disregard of posted rules and regulations.
- all other forms of misconduct.

Furthermore, the same will apply where any individual or organisation disrespects the Vision, Values and Aims outlined above (examples might include: the promotion of Holocaust denial; calling for the destruction of the state of Israel; perpetuating antisemitic stereotypes and falsehoods; disrespecting Jewish culture, customs and practice).

All of the above will also apply to any form of cyber or digital bullying, harassment abuse or other forms of unacceptable behaviour, for example, on social media networks; misuse of mobile phone and other cameras and videos etc.; wiki pages and other internet postings, mailing lists and web forums. In addition, there will be no misuse of JW3's computer systems.

JW3 reserves the right to deny access or membership to any person who is known to have been accused or convicted of any crime involving sexual abuse, is or has been a registered sex offender, has ever been convicted of any offence relating to the use, sale, possession, or transportation of narcotics

JW3 EQUAL OPPORTUNITIES



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or habit forming and/or dangerous drugs, or is presently or habitually under the influence of dangerous drugs or chemicals, narcotics, or intoxicating beverages.

At managerial discretion, JW3 reserves the right to deny access to the building and refuse letting requests from any organisations whose values, conduct and beliefs are inconsistent with our own values and principles.

Furthermore, we will not accept any use of the premises for purposes such as retail trade or organisations using the building as a base for their own activities including outreach and recruitment, unless they have secured prior written JW3 management consent.