Equality and Diversity

Mitzvah Day is committed to advancing equality and diversity within all its activities. We aim to provide a working environment and culture which recognises and values differences. All staff and freelancers have a responsibility to be proactive in their approach to equality and diversity and in tackling unlawful discrimination.

Equality is about treating people fairly and with respect, giving regard for others rights and wishes.

Diversity is simply *otherness* or those human qualities present in other individuals and groups that are different from our own and outside the groups to which we belong. Diversity consists of visible and non-visible differences.

Diversity encompasses the properties and characteristics of a person. It includes characteristics that are inborn and unchangeable: age, ethnicity, gender, physical abilities/qualities/disabilities, race and sexual orientation, and includes differences that are acquired, and those that may change throughout our lives. Some examples include: educational background, geographic location, income, marital status, parental status, religious beliefs, military status, health and work experience.

Mitzvah Day is committed to

* Becoming an organisation which is more inclusive and values differences.
* Attracting, recruiting, retaining and developing talented people from all sections of the community to contribute at every level.
* Creating an environment that upholds the right of everyone to be treated with respect and dignity, creating a totally fear-free culture allowing everyone to work in an environment for growth and personal development.
* Ensuring that no one involved with the work will receive less favourable treatment because of one of the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender), Sexual orientation.

This policy applies to employees, funding bodies, sub-contractors, Trustees, visitors and volunteers.

Whilst recognising that we are a Jewish led organisation, rooted in Jewish values and traditions, we aim to provide a working environment where all staff and freelancers at all levels are valued and respected, and where discrimination, bullying and harassment are not tolerated. We expect all staff and freelancers to play their part in supporting this aim.

Equality and Diversity Monitoring Form

Mitzvah Daywants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

Mitzvah Day needs your help and co-operation to enable it to do this but filling in this form is voluntary. This form will be separated from your application form on receipt and will not be taken into account when we shortlist or appoint Trustees.

***\*If you do not wish to answer any of the questions below, please tick the prefer not to say box or leave segment blank.***

Please return the completed form to [georgina@mitzvahday.org.uk](mailto:georgina@mitzvahday.org.uk) alongside your application form by midday Friday 7th January 2022.

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say 

If you prefer to use your own term, please specify here …………………….

**Are you married or in a civil partnership?** Yes  No  Prefer not to say 

**Age** 16-24 25-29  30-34  35-39 40-44  45-49 

50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian Prefer not to say  Any other mixed background, please write in: …………………..

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in: ……………………………………

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in: ………………

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in: …………………………..

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual 

Prefer not to say 

If you prefer to use your own term, please specify here……………………..

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say  If other religion or belief, please write here…………………………