



Collaborative, Inclusive, Compassionate

EQUALITY, DIVERSITY AND INCLUSION POLICY (EDI)

Details of the organisations grievance and disciplinary policies and procedures can be found on the Company Drive

The organisation is an equal opportunity employer. This is not only a legal requirement underpinned by the Equality Act 2010 but is also a commitment of the organisation. We will ensure that the framework of the law is upheld and that our workplaces are free from unlawful or unfair discrimination based on the 9 Protected Characteristics outlined in the Equality Act 2010:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Beliefs
- Sex
- Sexual Orientation

As an employer, we embrace diversity and seek to ensure that Equality of opportunity and Inclusion underpin all areas of the organisations work and service provision.

As an organisation, we are committed to being an inclusive employer and will endeavour to:

- Increase the representation of currently under-represented groups to achieve a more diverse work force.
- Build an inclusive environment, where individuals feel a sense of belonging and feel respected, supported and empowered.

Our goal is to ensure that our commitments surrounding Equality, Diversity and Inclusion are embedded in policy, processes, systems and service delivery.

We recognise that many people and groups suffer discrimination and face serious barriers when trying to fulfil their true potential. We also recognise that not all forms of unreasonable and unfair discrimination are subject to legislation. Our aim is to take positive steps to address discrimination, to improve equality of opportunity and to combat any unreasonable or unfair treatment which places people at a disadvantage, for any reasons not directly related to their ability to do the job or to their eligibility to receive services from us.

As an inclusive employer, we will not tolerate discrimination and will ensure that all HR policies are fully inclusive of all staff.

We will:

- Aim to build a diverse work force
- Promote an environment free from discrimination, bullying and harassment
- Collate and utilise equality data to monitor impact and inform change
- Establish EDI objectives for all departments
- Continue to channel EDI objectives via the consultative groups to invoke change
- Aim to establish EDI Champions across the organisation

1. The purpose of this policy is to:

- 1.1. Promote equality, fairness and respect for all employees, whether temporary, part-time, full-time and for all volunteers.
- 1.2. Not unlawfully discriminate on the grounds of the Protected Characteristics listed on page 1.
- 1.3. Oppose all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working and selection for employment, promotion, training or other developmental opportunities and provision of services.

2. What is unlawful discrimination?

- 2.1. Direct Discrimination – where someone is treated less favourably than another person because of a protected characteristic.
- 2.2. Associative discrimination or discrimination by association – direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.
- 2.3. Discrimination by perception – direct discrimination against someone because it is thought that they possess a Protected Characteristic even if they do not actually possess it.
- 2.4. Indirect discrimination – when an organisation or staff member makes a decision or puts in place a policy and or procedure, which appears to treat everyone equally, but which in practice leads to people from a particular protected group being treated less favourably than others.
- 2.5. Harassment – unwanted conduct related to a relevant Protected Characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Staff have a duty to report such offensive behaviour to the appropriate manager even if it is not directed towards you personally.

- 2.6. Victimisation – when an employee, client or service user is treated less favourably because they have made or supported a complaint or raised a grievance about unlawful discrimination or is suspected of doing so.

3. The Organisation commits to:

- 3.1. Promote equality, diversity and inclusion in the workplace as it is good practice and embraces the organisation's philosophy and value base.
- 3.2. Ensure all Trustees review equality, diversity and inclusion on an annual basis, including equality and diversity within governance.
- 3.3. Create a working environment free from bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and volunteers are recognised and valued.
- 3.4. Include induction training for all employees and volunteers about their rights and responsibilities under the EDI Policy. Training for managers will be provided every two years by the organisation. EDI will be a lead agenda item every six months at team meetings. These responsibilities include all staff and volunteers conducting themselves in a way to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- 3.5. Ensure all staff and volunteers understand they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination within their roles against fellow employees, volunteers, service users, clients, customers, suppliers and the public.
- 3.6. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by other employees/peers, volunteers, service users, clients, customers, suppliers, visitors, the public and any others during the organisations work and activities.
The Head of each department will keep a separate file of these complaints, in line with GDPR, and discuss them in supervision with their line manager. The CEO will report annually to the Trustees on this.
- 3.7. Ensure such acts will be dealt with as misconduct under the organisations grievance and/or disciplinary procedures and any appropriate action will be taken. Serious complaints could amount to gross misconduct and lead to dismissal without notice.
- 3.8. Ensure complaints from and on behalf of people using the organisations services will be dealt with by the organisations complaints procedure.
- 3.9. Communicate to all that breaches of the Act may amount to both an employment rights matter and a criminal matter, such as sexual assault allegations since they may involve criminal offences.
- 3.10. Review employment practices and procedures where necessary to ensure fairness and update them and the policy to consider changes in the law.

- 3.11. Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in promoting equality and diversity and in meeting the aims and commitments set out in the EDI policy.
- 3.12 Monitoring to include assessing how the EDI policy, and any supporting action plan, are working in practice, reviewing them annually with SMT and considering acting to address any issues.

4. Unconscious Bias:

- 4.1 The organisation recognises the dangers of unconscious bias arising at work, which is where an opinion is formed of an individual by a manager or colleague without them necessarily being aware they have formed it.
- 4.2 There are many different forms of unconscious bias, ranging from an affinity towards those of a similar background, to placing too much significance on what has been identified as a negative trait.
- 4.3 The organisation will seek to identify and address all forms of unconscious bias regarding decisions surrounding employment, including recruitment, promotion and training opportunities, with a focus on promoting equality, diversity and inclusion.

In particular the organisation will implement the following:

- Separating equal opportunities monitoring information from the application before it is passed onto the recruiting panel.
 - Omitting all personal questions from job interviews
 - Maintaining as diverse a panel as the organisation has the capacity to provide, to make decisions
 - All those involved in recruitment panels and interviews shall have had training which will include the impact of unconscious bias and discrimination
 - Referring to specific job criteria when making recruitment decisions
 - Discounting any favourable personal relationships with staff.
 - Making decisions (where appropriate) collectively between HR and management.
- 4.4 As an organisation, we are committed to actively addressing unconscious bias in the form of training, development, group learning and group discussions to mitigate the effects of unconscious bias.
- 4.5 The organisation is aware that unconscious bias also affects assessments and acceptance of referrals to services; therefore, actions to enable fair assessments and acceptance to ensure appropriate staff decision-making will be taken.
- ensuring those involved in this process have had training on the effects of unconscious bias
 - that every effort will be made to ensure the involvement of more than one person in the decision-making
 - clear criteria for decision-making will be articulated and adhered to

5. Services:

- 5.1 Each service will be assessed and evaluated using EDI principles on an annual basis by the Service Manager.
- 5.2 The development of new services will require an EDI impact assessment to ensure no one within the client group that the service is aimed will be discriminated against.
- 5.3 In every service any discriminatory actions of one client on another, or towards a particular group of clients will be addressed in a similar manner and any discriminatory actions on the part of a client towards a member of staff, volunteer or a particular group shall be addressed.
- 5.4 The organisation commits to creating a Service User Rights document.

6. The Organisation

The Organisation commits to sharing our EDI commitment in all aspects of our internal and external communications by:

- 6.1 Ensuring that all our photos represent the diversity of our workforce, volunteers, clients and supporters
- 6.2 Having a statement on our website that demonstrates in clear and simple language our commitment to Equality, Diversity and Inclusion
- 6.3 Include EDI reporting as part of our Annual review Document
- 6.4 Ensure that members of the workforce understand that how we write, and how we speak as part of the organisation use language that is inclusive, clearly expressed and non-discriminatory.
- 6.5 Ensure that all communications, including brand, logo and strapline seek to promote EDI.

7. Status of this policy

The policy is not a contractual term of employment. It is intended as a general framework and may be varied in any way or at any time if the organisation deems this to be necessary.