

## Equality, Diversity and Inclusion Policy

<b>Status</b>	Approved	<b>Named Trustee</b>	Almarene Frederick
<b>Initial Review</b>	Nov 2022	<b>Reviewed By</b>	HR, SLT, Trustees
<b>Last Review</b>	01/02/23	<b>Approved by Trustees Date</b>	01/02/23
<b>Next Review</b>	01/02/24	<b>Links Last Checked</b>	01/02/23

### Purpose

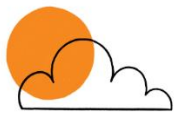
The purpose of this policy is to ensure that no person working, volunteering or partnering for or with Caudwell Youth receives less favourable treatment on the grounds of protected characteristics including: age, disability, race, gender, sexuality, marriage or civil partnership, pregnancy, maternity, paternity, parental, carer, religion or belief, sexual orientation or contract type is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It is also to ensure that no person is victimised or subjected to any form of bullying or harassment.

### Related Documents

- Recruitment and Selection Policy
- Performance Management Policy
- Disciplinary Policy
- Grievance Policy
- Whistleblowing Policy

### Values

Our values are:



#### **Optimistic yet realistic**

Look to the future but prioritise the present.



#### **Include intentionally**

Foster an open culture.



#### **Deliver with Integrity**

Always uphold honesty, act within our morals & ensure we are dependable.



#### **Empowerment**

Feedback empathetically, always act with understanding, support and value.

### Policy

Caudwell Youth are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. We will actively support equity, diversity and inclusion and ensure that our colleagues and volunteers are valued and treated with dignity and respect. We want to encourage everyone in our charity to reach their potential.

All colleagues whether part time, full time, permanent, temporary or contracted, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. Please see the Recruitment and Selection Policy for details.



All colleagues will be helped and encouraged to develop their full potential to maximise the efficiency of Caudwell Youth. Please see the Performance Management Policy for details.

## Definitions

The terms equality, inclusion, diversity and equity are at the heart of this policy.

- 'Equity' means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers, ensuring equal opportunities for all.
- 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination.
- 'Diversity' means the celebration of individual differences amongst the workforce.
- 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution.

## Responsibilities

### *Trustees*

- Ensure SLT work towards achieving a fair and equitable workplace, by supporting SLT to develop and implement EDI strategy.
- Appoint an EDI Trustee.

### *HR Manager*

The HR Manager has particular responsibility for implementing and monitoring the EDI Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

Line managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

### *Senior Leadership Team (SLT)*

SLT must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities.

### *Colleagues*

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in Caudwell Youth as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with line managers, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of everyone to this policy and application of its principles are essential to eliminate discrimination and provide equality and equity throughout Caudwell Youth.

Colleagues are invited to comment on this policy and suggest ways in which it might be improved by contacting the HR Manager.

## Commitments

As an employer, Caudwell Youth is committed to:



- creating an environment in which individual differences and the contributions of our colleagues are recognised and valued;
- ensuring everyone is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated;
- providing training, development and progression opportunities to all colleagues;
- reviewing all our employment practices and procedures to ensure fairness and inclusion for all;
- taking steps to ensure equity amongst our workforce such as ensuring that our vacancies are advertised to a diverse range of potential candidates and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in Caudwell Youth, taking positive action to recruit from these groups and ensuring there are no unlawful barriers to accessing our employment opportunities, training, progression opportunities, benefits and facilities;
- regularly monitoring diversity in our workforce will be to ensure equal opportunities. Where appropriate, measures will be taken to identify and remove unnecessary obstacles and to meet the special needs of disadvantaged or underrepresented groups;
- monitoring and reviewing this policy annually.

As a service provider, Caudwell Youth is committed to:

- providing services to which all young people are entitled regardless of age (within our limits registered on the Charity Commission – 11-25 years old), disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, gender or sexuality;
- making sure our services are delivered equally and meet the diverse needs of our service users;
- taking steps to ensure equity amongst our colleagues, volunteers and young people such as removing any unlawful obstacles to accessing our services. Where appropriate, measures will be taken to identify and remove unnecessary barriers and to meet the special needs of disadvantaged or underrepresented groups;
- monitoring and reviewing this policy annually;
- having clear procedures that enable our young people, candidates for jobs and colleagues to raise a grievance or make a complaint if they feel they have been unfairly treated.

## Equal opportunity policy statements

### Age

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

### Disability and additional needs

We will:

- provide any reasonable adjustments to ensure people with a disability/ies and or additional need/s have access to our services and employment opportunities. If we feel that a particular adjustment would not be reasonable, we will discuss this with you and try to find an alternative solution where possible;
- challenge discriminatory assumptions about disabled people and seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation where required;



- encourage you, if you are disabled or become disabled, to tell us about your condition so that we can support you as appropriate;
- should we acquire premises, keep the physical features of our premises under review to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

## Race

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racist incidents;
- actively promote race equality and inclusion in Caudwell Youth;
- take positive action to redress the negative effects of discrimination against everyone;
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

## Gender

We will:

- challenge discriminatory assumptions about gender;
- take positive action to redress the negative effects of discrimination against everyone;
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same;
- provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

## Sexual orientation

We will:

- ensure that we take account of the needs of everyone, including the LGBTQIA+ communities;
- promote positive images of the LGBTQIA+ communities;
- challenge discriminatory assumptions about the LGBTQIA+ communities;
- take positive action to redress the negative effects of discrimination against everyone;
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

## Religion or belief

We will:

- ensure that colleagues' religion or beliefs and related observances are respected and accommodated wherever possible;
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

## Pregnancy, maternity, paternity, parental, adoption and foster care leave

We will:

- ensure that people are treated with respect and dignity during pregnancy, maternity, paternity, parental, adoption and foster care leave;
- challenge discriminatory assumptions about pregnancy, maternity, paternity, parental, adoption and foster care leave;



- ensure that no individual is disadvantaged and that we take account of our colleagues' needs during pregnancy, maternity, paternity, parental, adoption and foster care leave.

## Marriage or civil partnership

We will:

- ensure that people are treated with respect and dignity regardless of marriage or civil partnership status;
- challenge discriminatory assumptions about the marriage or civil partnership of our colleagues;
- ensure that no individual is disadvantaged because of their marriage or civil partnership status.

## Contracts and Pay

We will:

- treat part time and fixed term staff the same as comparable full time or permanent staff and ensure they enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified;
- ensure that all colleagues have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

## Putting Policy into Practice

If you feel that you or anyone within Caudwell Youth is being discriminated against or this policy is not being followed by someone or the charity as a whole, please see our Disciplinary Policy, Grievance Policy and Whistleblowing Policy for how to deal with this.

