# Add organisational logo

# Equality, Diversity, and Inclusion (EDI) Policy

This template covers the main areas you may need to consider in this area, but you will need to read it in the context of your own organisation, which may mean amendments to make it fully relevant are necessary. It does not constitute legal advice and further steps may be necessary to ensure you comply with current UK legislation.

Please note that you will need to tailor this policy to meet the needs of your organisation.

|  |  |
| --- | --- |
| Date policy agreed  |  |
| Next review date  |  |

1. **Policy Statement**

(Add name of organisation) is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

(Add name of organisation) aims to be an inclusive organisation, committed to providing equal opportunities in all aspects of employment, volunteering and service delivery.

We also recognise that (add name of organisation) has legal obligations to protect employees, volunteers, and service users from discrimination.

People are legally protected from discrimination which arises from any of the following characteristics, which are known as ‘protected characteristics’ under the Equality Act (2010).

• Age

• Disability

• Gender reassignment

• Marriage and civil partnership

• Pregnancy and maternity

• Race (including colour, nationality, ethnic or national origin)

• Religion or belief

• Sex

• Sexual orientation

(Add name of organisation) are committed to eliminating any unlawful or unfair discrimination including direct or indirect discrimination, discrimination by association, discrimination linked to a perceived characteristic, harassment, and victimisation. This affects all our work and shapes how we should relate to and interact with others, so this policy informs many of our other policies, particularly those that focus on HR practices.

1. **Purpose of policy**

The purpose of the policy is to enable staff, volunteers, and trustees to act positively in relation to equality and diversity and to eliminate and prevent all forms of discrimination.

(Add name of organisation) aims to create a safe and welcoming atmosphere for everyone. We aim to design our activities, services, and decision-making processes to encourage and support participation from people who face disadvantage in society, including on the basis of the protected characteristics in the Equality Act and those who have experienced or are experiencing social and economic exclusion.

1. **Scope of policy**

The policy applies to all activities and services provided by (add name of organisation), as well as all practices relating to staff and volunteer recruitment and management.

1. **Responsibilities**

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the Board of Trustees and CEO (amend as needed).

Individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every trustee, employee and volunteer to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the work of (add name of organisation). All employees and volunteers (including trustees) of have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

1. **Equality and Diversity in practice**

**5.1 Services**

*This section will need to be edited to meet the needs of your organisation and the services you deliver. You will need to think about how as an organisation you are meeting your equality, diversity, and inclusion goals. Options could be:*

*(Add name of organisation) will develop and deliver inclusive services. We will do this by:*

* *always ensuring all information about our services is written in plain English, and information is made available in a variety of ways (for example booklets, drop-in sessions, posters, flyers) to ensure it reaches those who cannot access the internet or easily understand written English.*
* *prioritising making our premises are accessible to those with different access needs.*
* *ensuring every service user is be treated with courtesy and respect.*
* *ensuring our services are free or low cost.*
* *taking steps to ensure our services are reaching those they are targeted at and that barriers to access relating to a protected characteristics have been removed as far as is reasonably possible.*

**5.2 Employment practices**

*Recruitment*

(Add name of organisation) will implement the following measures to ensure our recruitment practices are accessible as possible. We will:

* carefully review the essential and desirable criteria for each role to ensure we do not unintentionally rule out applicants who could do the job.
* avoid wording that could discourage particular groups from applying.
* ensure that job adverts are accessible by using plain English and avoiding jargon.
* ensure we advertise job roles using a variety of mediums to reach as many different candidates as possible (for example using local networks as well as online job sites).
* ask all candidates who are invited to interview if they require any adjustments to be made to make interviews and interview tasks accessible.
* ensure shortlisting and interviewing is undertaken by more than one person.
* track the demographics of those who apply for our roles to understand who is applying and any groups that are not represented (delete if your organisation does not have the resources to do this).

*Induction and ongoing support*

* All staff will be given a copy of the Equality, Diversity, and Inclusion Policy as part of their induction.
* Reasonable adjustments will be made for any staff member with a disability or health condition.

**5.3 Volunteers**

We will:

* openly advertise any volunteer posts using a variety of mediums to reach as many candidates as possible.
* ensure all volunteers and trustees (if applicable) are aware of our commitment to committed to eliminating any unlawful or unfair discrimination including direct or indirect discrimination, discrimination by association, discrimination linked to a perceived characteristic, harassment, and victimisation as part of their induction.
* monitor and review the diversity of volunteers and trustees (if applicable) on a regular basis.
1. **Implementation of this policy**

This policy will be communicated in the following ways:

Add details on how the policy will be communicated to new staff, trustees, volunteers and service users. For example:

* All staff and volunteers will be expected to confirm they have read and understood this policy within one week of their start date.
* The policy will remain freely available to all throughout their time with us.
* Staff will receive training in the implementation of this policy, and what it means for (add organisation name) every two years.
1. **Breaches to policy**

(Add name of organisation) is committed to eliminating any unlawful or unfair discrimination including direct or indirect discrimination, discrimination by association, discrimination linked to a perceived characteristic, harassment, and victimisation.

We take complaints of discrimination or harassment very seriously. They will be investigated thoroughly, and we will provide opportunities for the person making the complaint to speak in a safe environment about their experience.

By law, harassment is when bullying or unwanted behaviour is related to any of the following ‘protected characteristics' under the Equality Act 2010:

* age
* disability
* gender reassignment
* race
* religion or belief
* sex
* sexual orientation

By law, discrimination is when someone is treated unfairly for any of these reasons:

* age
* disability
* gender reassignment
* marriage or civil partnership
* pregnancy and maternity
* race (including colour, nationality, ethnic and national origin)
* religion or belief
* sex
* sexual orientation

Victimisation is when someone is treated unfairly because they made or supported a complaint to do with a 'protected characteristic' or someone thinks they did or might do.

(Add name of organisation) regards discrimination, abuse, harassment, victimisation or bullying of staff, service users or others during work as disciplinary offences as gross misconduct.

(Add name of organisation) will treat seriously any complaints of discrimination made by employees, volunteers, community partners or third parties.

All complaints made by external parties will be investigated in accordance with (add name of organisation)’s Complaints Procedure and the complainant will be informed of the outcome.