

POLICY ON EQUALITY, DIVERSITY AND INCLUSION

Policy Statement

Yuvan Foundation is committed to encouraging equality, diversity and inclusion among our workforce and service users, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our service users, and for each member to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of service users or the public.

Purpose of our Policy

This policy's aims are to:

1. Ensure an inclusive culture that values diversity in how we treat each other, those we work with and users of our services.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid 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
 - selection for employment, promotion, training or other developmental opportunities
4. Ensure that our programmes, tools and resources are accessible, inclusive and meet the needs of a diverse range of stakeholders.

5. Ensure that EDI considerations are actively part of all our internal practices and decision making to maximise our impact.

We will ensure that the individual needs of our staff, volunteers, trustees and service users are recognised. We will be, and make sure that people can see we are, inclusive and welcoming to all kinds of people, and that everyone is treated with equality, dignity and respect in all aspects of our work.

Unlawful discrimination, victimisation, harassment and bullying are serious breaches of this policy and disciplinary procedures will apply. Reasonable adjustments will be made to prevent people being disadvantaged.

It's built into our values that we aim for continual improvement and learn from our mistakes. We might not always be able to please everyone, but we can certainly make the effort to avoid offending people. If we get things wrong, we'll always listen carefully and show respect to people when they let us know, and we'll do our best to sort it out. Grievance procedures are in place for staff and a complaints policy for others who interact with our organisation.

We know that there is more that we can do in this area and will continue to learn from good practice, pushing ourselves to improve.

Our Commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by the board of trustees.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found in the Grievance & Internal Complaints Policy and can be obtained upon request from the trustees. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Date of approval: March 2021

Date of implementation: March 2021

Date of last review: February 2024