
Equality, diversity and inclusion policy

Approved: 13 April 2022
Review due: 13 April 2024

Purpose

This purpose of this policy is to:

- ▶ Give guidance to all staff (including those that are self-employed or volunteers) and services users on equality, diversity and inclusion legislation
- ▶ Provide equality, fairness and respect for all those in our employment, those who are self-employed and volunteer with us and to all of our service users.
- ▶ Promote and maintain equality of opportunity, freedom from discrimination or harassment and to ensure all staff are aware that they must not unlawfully discriminate on the basis of a protected characteristic

Responsibilities and monitoring

Monitor: Head of Central Services
Approve: Board
Endorse: Senior Leadership Team (SLT)
Propose: CEO
Draft and review: Head of Central Services

Introduction

YMCA East Surrey is committed to encouraging equality, diversity and inclusion across the organisation and supports an environment which is free of bullying, harassment, victimisation and unlawful discrimination. As an equal opportunities employer, YMCA East Surrey recognises the need for, and supports equal opportunity and diversity in all areas of work and responsibility.

In adherence with the Equalities Act 2010 it is illegal to discriminate or harass on the basis of nine protected characteristics:

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

The Equality Act 2010 provides the following definitions:

- ▶ Direct discrimination – someone is treated less favourably than another person because of a protected characteristic (see above)
- ▶ Discrimination by association – direct discrimination against someone because they associate with another person who possesses a particular protected characteristic
- ▶ Discrimination by perception – direct discrimination against someone because others think they possess a particular protected characteristic
- ▶ Indirect discrimination – can occur when there is a rule or policy that applies to everyone but disadvantages a particular protected characteristic
- ▶ Harassment – employees can now complain of behaviour they find offensive even if it not directed at them
- ▶ Harassment by a third party – employers are potentially liable for harassment of their staff by people they don't employ
- ▶ Victimisation – someone is treated badly because they have made or supported a complaint or grievance under the act

Policy and Procedure

The organisation

As an employer of paid staff, and an organisation that has Board members, volunteers, and service users, YMCA East Surrey will not discriminate or treat any individual less favourably on the grounds of protected characteristics. It values diversity and welcomes interest from all sections of the community and it is committed to building and reinforcing a culture where people value each other with dignity and respect and free of bullying, harassment and unlawful discrimination

YMCA East Surrey is committed to ensuring that all people have equal access to the facilities, services and opportunities that it provides.

YMCA East Surrey aims to ensure that people with disabilities are given equal opportunities to enter employment or to become Board members, volunteers or service users. In doing so, it will fully consider making reasonable adjustments to working practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, if a staff member becomes disabled, every effort will be made through reasonable adjustment, retraining or redeployment to enable them to remain in the service of YMCA East Surrey.

Entry to employment or a change of post for paid staff, or the equivalent for Board members and volunteers within YMCA East Surrey will be determined by personal merit and the ability to meet the requirements of the job description or aims and purposes of the organisation.

Stakeholders

YMCA East Surrey values the views of all and it aims to actively involve, not just consult on the development, implementation and monitoring of its Equality, diversity and inclusion policy.

The ways we currently involve people are:

- ▶ Surveys for all users to evaluate current provision
- ▶ Staff consultation activities, inviting feedback from all staff and volunteers.

- ▶ Regular one to ones
- ▶ Exit interview questionnaires

Responsibilities

All staff

It is the responsibility of all members of staff to ensure that that they adhere to and uphold the principles and the spirit of the Equality, diversity and inclusion policy. Managers and other members of staff also have additional responsibilities.

All staff must ensure that:

- ▶ They are aware of YMCA East Surrey's statutory responsibilities in relation to the Equality Act 2010
- ▶ The Equality, diversity and inclusion policy is followed
- ▶ They promote equality and ensure that they do not discriminate against anyone
- ▶ They are able to recognise, challenge and report all discrimination incidents, whether wittingly or unwittingly, by other members of staff, outside contractors or service users
- ▶ They keep up to date with the law on equalities and take up training and development opportunities in this area
- ▶ Discrimination or harassment will be actively challenged
- ▶ They understand that 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

Managers

It is the responsibility of Managers to:

- ▶ Ensure that all groups have equal opportunities for staff development through training and promotion
- ▶ Follow the principles of the Equality, diversity and inclusion policy if they are involved in interviewing
- ▶ They are aware of equality issues and recognise forms of discriminatory behaviour. Equality issues will be addressed through training provision.

Human Resources Manager

The Human Resources Manager will ensure that:

- ▶ Employment benefits available to support the family life of a member of staff, such as parental leave, are extended to include same sex partnerships
- ▶ Procedures in employee onboarding, including recruitment and selection, follow best practice guidelines
- ▶ The staff induction will include a section on equality, diversity and inclusion
- ▶ All staff are aware of and have access to this policy and are therefore aware of their responsibilities

The CEO

The CEO will ensure that:

- ▶ YMCA East Surrey complies with current legislation and meets its specific and general duties
- ▶ They give a consistent and high-profile lead on equality issues
- ▶ They create a positive and inclusive ethos by promoting the Equality, diversity and inclusion policy both inside and outside the organisation
- ▶ All aspects of the Equality, diversity and inclusion policy is applied to all of its activities

The Board

The Board will ensure that they:

- ▶ Are aware of their statutory responsibilities in relation to the Equality Act 2010
- ▶ Ensure business plan includes a commitment to equality
- ▶ Approve the Equality, diversity and inclusion policy

Service users

All service users will ensure that they:

- ▶ Adhere to YMCA East Surrey's Equality, diversity and inclusion policy
- ▶ Do not discriminate against anyone
- ▶ They are able to recognise, challenge and report discriminatory incidents

Breach of policy

YMCA East Surrey will provide a supportive environment for staff and service users who make claims of discrimination or harassment. All allegations or complaints of discrimination and harassment will be treated seriously and investigated in line with our Grievance or disciplinary policy. Serious complaints could amount to gross misconduct and lead to dismissal without notice.

Policy Review

The organisation is committed to reviewing policies on a two yearly basis or sooner if required, for example if there is a change in legislation.