

Equality, Diversity and Inclusion Policy

Date Policy Written: Oct 2022

Author: Janice Morgan

Approved by Trustees: Oct 2018

Review Frequency: Annually

Policy Name: EDI Policy

Review Date: 1st Nov 2024

Responsible Person: Janice Morgan

Key Findings: Out of date and requires to be written to reflect current activities

Recommended Action: Redraft and present to the board for review and approval – Jan 2025

Follow Up Date:

Policy Statement

Our commitment to equality, diversity and inclusion.

Foothold Cymru is committed to encouraging and promoting diversity and inclusion in our workplace. This reflects our values of respect, belief, care, cooperation and integrity, where everyone should be always treated with dignity. Foothold Cymru will take every possible step to tackle all forms of discrimination, inequality, and unfair treatment, whether it's intentional or unintentional, direct or indirect. Foothold Cymru is committed to making sure that all employees have equal access to opportunities and to removing all barriers to inclusion in the workplace.

Scope

This policy applies to all trustees, employees, volunteers, participants, and anyone else involved with Foothold Cymru's activities. It covers all aspects of our work, including:

- Recruitment and selection
- Training and development
- Service delivery
- Partnerships and procurement
- Communications and engagement

Purpose and Aims of the Policy

To set out Foothold Cymru clear commitment to creating a diverse, inclusive workplace and becoming a best practice employer, going beyond legal requirements on equality, diversity and inclusion

- To provide the legal framework and definitions surrounding equality, diversity and inclusion; the protected characteristics; and forms of discrimination
- To provide clear guidance for staff on expected behaviours and responsibilities as employees of a diverse and inclusive workplace
- To set out a fair and inclusive approach to the recruitment, selection, and professional development of employees
- To make sure that equality, diversity and inclusion is embedded in all the organisation's practices and processes
- To explain the possible effects of any breach of the policy
- All employees, consultants, and volunteers who support Foothold Cymru are expected to follow the principles of this policy.

Definitions

Equality

Equality is about making sure that every individual has equal opportunities to make the most of their lives, whatever their identity or background. Equality isn't about treating everyone in the same way; it recognises that creating equal opportunities and outcomes for everyone may require different approaches for different individuals or groups.

Diversity

Diversity means valuing all differences between people, whether they're visible or not. It includes recognising employees' and volunteers' different viewpoints, experiences, and identities as organisational strengths. Diversity isn't about 'accepting' or 'managing' differences; it's about nurturing and celebrating them so all staff and volunteers can contribute fully and realise their full potential.

Inclusion

Inclusion means taking proactive, positive actions to remove all barriers to participation, creating an environment where everyone feels equally valued and supported to thrive. Being an inclusive organisation requires an ongoing commitment to listening, understanding, and taking action.

Legal Framework

Current equality legislation and associated codes of practice to be considered include (but aren't limited to):

- | | |
|--|---|
| • Equality Act 2010 | • Equal Pay Act 1970 |
| • Employment Rights Act 1996 | • Employment Equal Treatment Framework Directive 2000 (as amended). |
| • Part-Time Workers Regulations 2000 | • Gender Recognition Act 2004 |
| • Rehabilitation of Offenders Act 1974 | |

This legislation protects people against all forms of discrimination based on protected characteristics. Protected characteristics are certain attributes that people possess, which the law considers must be safeguarded.

There are nine protected characteristics that it's unlawful to discriminate based on: sex, age, disability, pregnancy and maternity, race, sexual orientation, religion or belief, marital or civil partnership status, and gender reassignment.

Types of Discrimination

Direct discrimination

This is where a person is treated less favourably than someone else because of a protected characteristic.

Discrimination by association

This is direct discrimination against someone because they're associated with another person who possesses a protected characteristic

Discrimination by perception

This is direct discrimination against someone because the other person thinks they possess a particular protected characteristic

Harassment

This is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person. Even if the effect wasn't intended by the person responsible for the conduct, it's still harassment. Employees can now report behaviour they find offensive even if it's not directed at them.

Victimisation

This is where someone is treated less favourably than others because they have made or supported a complaint or grievance or have given evidence in relation to a complaint.

Bullying

This is behaviour that's offensive, intimidating, malicious, insulting, or an abuse of power and is intended to undermine, humiliate, denigrate, or injure. Bullying can include (but isn't limited to) racist, sexist and homophobic language or abuse.

Foothold Cymru and its employees will do everything it can to make sure that people are treated fairly and equally across all protected characteristics and at all levels of the organisation by:

- Preventing, tackling, and addressing seriously all instances of discrimination and language that's inappropriate, offensive or insensitive
- Challenging assumptions and stereotypes across all protected characteristics
- Making sure that employees from diverse backgrounds have equal access to progression, promotion, reward, and recognition
- Supporting all employees to balance their life at work and at home
- Making workspaces accessible and co-developing effective reasonable adjustments with disabled employees and those with temporary health needs or conditions (for example, employees who are pregnant) so that all employees can reach their full potential
- Visibly promoting and championing the benefits of a diverse workforce
- Making sure that employees' contractual requirements and employee benefits don't disadvantage or exclude certain individuals or groups
- Valuing and respecting the different perspectives and viewpoints of all employees
- Focusing on employees' abilities and strengths and avoiding any assumptions about ability based on a person's identity or background

Responsibilities

The Board of Trustees is responsible for promoting equality, diversity, and inclusion and monitoring how this policy is put into effect.

The senior leadership team is responsible for championing this policy on behalf of the Board and leading their team in a way that's consistent with the policy. They'll also work to make sure that all staff and volunteers who report to them understand what's needed to meet the requirements of this policy.

HR are responsible for developing, updating, communicating, and implementing this policy.

All staff members and volunteers are expected to become familiar with this policy and make sure that their behaviour and practice reflect its ethos.

Training and Support

All employees are required to attend equality, diversity, and inclusion training. If they need it, individuals and teams will be provided with further guidance and support to fulfil their role and responsibilities. Equality, diversity, and inclusion will be integral to recruitment and selection training.

Monitoring

Diversity monitoring is an essential process for Foothold Cymru. It means Foothold Cymru can identify patterns and highlight any area of concern. Diversity information provided by job applicants, staff, volunteers or participants for monitoring purposes is kept confidential and in line with the most recent Data Protection Act. Foothold Cymru will consider and take appropriate action to address any concerns identified because of the monitoring process. Foothold Cymru may use appropriate methods, including lawful positive action, to address the under-representation of any group.

Breach of Policy

All complaints of discrimination will be sensitively investigated. If they're proven, they will result in appropriate action for the perpetrator. Any employee found to be in breach of this policy could be subject to disciplinary action.

Review of Policy

Foothold Cymru will regularly review this policy to make sure that it's up-to-date and in line with the law and the development of Foothold Cymru's equality, diversity, and inclusion vision and strategy. Reviews will involve input from across the organisation

Related Policies

Dignity at Work

Actions

Employees and volunteers of Foothold Cymru will:

Fully adopt and embrace this policy's ethos of equality, diversity, and inclusion always

- Respect and value the diversity and diverse perspectives of others
- Not discriminate, bully, harass or victimise anyone
- Act as role models for equality, diversity, and inclusion. Where needed, explain this policy and what it means for other employees or volunteers
- Report all forms of discrimination, bullying, harassment and victimisation and challenge them where appropriate
- Attend training to make sure they're following best practice in equality, diversity, and inclusion in their work and workplace behaviours
- Assist Foothold Cymru in any related investigations and provide accurate, unbiased information

Line managers will:

- Set a positive example for team members by making sure that their own actions and behaviours promote equality, diversity, and inclusion
- Follow best practice during recruitment to ensure shortlisting, selection, interview, and appointments processes don't discriminate
- Adopt any positive action policy set by Foothold Cymru
- Make sure that supervision processes include equality, diversity and inclusion targets, learning and behaviours as appropriate
- Identify and proactively seek to address equality, diversity, and inclusion awareness or training needs for their teams

As an employer Foothold Cymru will:

Create a culture where equality, diversity, and inclusion are valued and dignity and respect are promoted across the whole organisation; supported by tangible actions and guidance, training, and awareness raising for all.

- Take steps to prevent and challenge all forms of discrimination and inappropriate behaviour and language, using appropriate disciplinary channels where appropriate
- Operate an open and fair recruitment and selection process that encourages applications from all areas of our diverse society, taking positive action as appropriate
- Make sure that selection for employment is solely based on aptitude and ability.
- Make sure that professional development opportunities are open to all and apply positive action as appropriate
- Support managers to recognise and challenge unlawful practice and effectively deal with complaints of bullying and harassment
- Require contractors, external agencies, and service providers to follow this policy and link to procurement policies
- Deter discrimination by making it clear that it's unacceptable and that it will be treated as a serious disciplinary offence
- Investigate complaints of discrimination on any grounds in line with Foothold Cymru disciplinary procedure
- Regularly review relevant policies and procedures to make sure that they're in line with best practice and legal requirements on equality, diversity, and inclusion