



**Services for
Young People**

Equality and Inclusion

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Linked Policies	Disciplinary/Grievance Policy Safeguarding and Child Protection Health and Safety Recruitment and Selection
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Y SERVICES

Equality and Inclusion

1 INTRODUCTION

Y Services for Young People is committed to encouraging equality, diversity and inclusion among our workforce, 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 employee to feel respected and able to give their best.

The organisation, in providing services is also committed against unlawful discrimination of service users or the public.

2 PURPOSE

This policy's purpose is to:

1. Provide equality, fairness, and respect for all in our employment, whether temporary, part-time or full-time and the users of our service.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and 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

3 SCOPE

This policy is for all staff, trustees, volunteers and service users of Y Services for Young People.

4 PROCEDURE AND KEY RESPONSIBILITIES

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 unconscious bias, bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and service users are recognised and valued.

This commitment includes all employees and volunteers being aware of 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, and provide a service free from unconscious bias.

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

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, volunteers, service users, 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 when required (but no longer than every two years), and considering and taking action to address any issues.

Reasonable Adjustments.

Y Services has a duty to make reasonable adjustments to facilitate the employment of all staff and volunteers.

- Making adjustments to premises
- Relocating employees to a suitable work location or project according to need
- Giving employees time off work for medical treatment or rehabilitation
- Supplying or modifying equipment, instruction and training manuals for employees
- Any other adjustments that we consider reasonable and necessary provided such adjustments are within our financial means.
- If an employee has a disability and feels that any such adjustments could be made by us, they should contact the Designated Officer.

Positive Action in Recruitment

Under the Equality Act 2010, positive action in recruitment and promotion applies as of 6 April 2011.

'Positive action' means the steps that Y Services can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within Y Services.

If Y Services chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

5 QUALITY, TRAINING AND MONITORING

The effectiveness of the equal and inclusion policy will be reviewed every 2 years or when there is a change in legislation.

Training and regular CPD is provided to staff and volunteers on all policies and procedures, and senior staff who have responsibility for interviewing are provided with further training to ensure non-bias and positive recruitment takes place.

6 FURTHER INFORMATION

Definitions of key phrases featured in this policy:

Unconscious Bias	<p>Unconscious (or implicit) bias is a term that describes the associations we hold, outside our conscious awareness and control. Unconscious bias affects everyone.</p> <p>Unconscious bias is triggered by our brain automatically making quick judgments and assessments. They are influenced by our background, personal experiences, societal stereotypes and cultural context. It is not just about gender, ethnicity or other visible diversity characteristics - height, body weight, names, and many other things can also trigger unconscious bias.</p>
Harassment	to subject persistently and wrongfully to annoying, offensive, or troubling behaviour
Victimisation	Victimisation is when someone treats you badly or subjects you to a detriment because you complain about discrimination or help someone who has been the victim of discrimination.
Direct Discrimination	treating someone with a protected characteristic less favourably than others.
Indirect Discrimination	when there's a practice, policy or rule which applies to everyone in the same way, but it has a worse effect on some people than others
Discrimination by Perception	Perceptive discrimination is the legal term that applies when an individual is treated unfairly because it is believed that they have a certain protected characteristic under the Equality Act 2010, whether or not it is true.
Discrimination by Association	Discrimination by association occurs when a person is treated less favourably because they are linked or associated with a protected characteristic.