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<ul style="list-style-type: none"> ● Policy has been adapted from Equality, diversity and inclusion policy template Acas 	<ul style="list-style-type: none"> ● Youth Focus North West Strategic Plan 2022 to 2027 https://www.youthfocusnw.org.uk/uploads/Youth-Focus-North-West-Five-Year-Strategy-2022-2027.pdf
<ul style="list-style-type: none"> ● Charity Commission Governance Code www.charitygovernancecode.org/en/6-diversity 	<ul style="list-style-type: none"> ● Grievance & Disciplinary

<ul style="list-style-type: none"> ● Equality Act 2010 ● Employment Rights Act 1996 ● Part time working regulations 2000 ● Rehabilitation of Offenders Act ● Equal Pay Act 1970 ● Employment Equal Treatment Framework Directive 2000 (as amended) 	<ul style="list-style-type: none"> ● Complaints & Compliments ● Whistleblowing ● Code of Conduct within Safeguarding Policy
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1. Introduction by CEO

Our commitment to equality, equity, diversity, inclusion and belonging (EEDIB) is fundamental to our values as an organisation and pledges set within our strategic plan. YFNW is committed to eliminating unlawful discrimination and promoting EEDIB within our policies, procedures and practice.

We strive to ensure that everyone that works for and with YFNW has the opportunity to participate in quality services delivered by highly skilled and well supported staff. Having an effective EEDIB policy along with procedures and practice is key to enabling this.

This EEDIB policy will be a live policy, regularly reviewed by a newly formed governance group called the EDI working group whose role is to ensure that the EEDIB policy is enacted to the highest standards.

2. Our commitment to and definitions of Equality, Equity, Diversity, Inclusion and Belonging

Youth Focus North West (YFNW) is committed to ensuring our workforce can be truly representative of all sections of society, and for each employee to feel respected and able to give their best. Our working definitions of EEDIB are:

- **Equality** recognising that no two people are the same, and appreciating that everyone has an equal right to be treated with dignity and respect. Celebrating our multicultural and diverse society. Meeting people’s actual, as opposed to assumed, needs. Understanding that groups of people who face prejudice are stronger through organising together to fight discrimination.
- **Equity** means recognising that we do not all start from the same place and must acknowledge and make adjustments to imbalances. Rather than giving everyone the same thing, it is about giving people what they need for fair access. This means treating people in ways that make sure they are not unfairly prevented from accessing resources

and opportunities nor that others have an unfair advantage. This is about removing inequalities to make sure everyone has the chance to realise their ambitions.

- **Diversity** means having differences within an organisation or setting. Diversity recognises we are all different in many ways. People with differing identities, backgrounds and experiences should all have equitable access to resources and decision-making. Some people prefer to use the term 'representation' to focus on how organisations should be reflective of the society we live in and the communities we serve.
- **Inclusion** means being proactive to make sure people of different backgrounds, experiences and identities feel welcomed, respected and fully able to participate. It is not only about creating a diverse environment but also about ensuring a culture exists where individuals can be their full selves.
- **Belonging** is about creating a culture where people can be themselves, have psychological safety, appreciate each other, and feel part of something bigger.

(The above definitions are adapted from

[Diversity Equity Inclusion & Belonging](#)

<https://www.unison.org.uk/content/uploads/2017/05/Equality-and-diversity.pdf>,

<https://www.hivelearning.com/site/resource/diversity-inclusion/diversity-inclusion-glossary/>

[Is equity the same as equality? | Equity, Diversity and Inclusion](#))

3. Our Values

Our organisation is rooted in the values of good youth work, we believe in:

- Voluntary engagement and developing strong relations
- Equality, Equity, Diversity, Inclusion and Belonging and embedding this across the organisation
- Education and empowerment, to make positive and long lasting change
- Placing young people central to everything we do
- Integrity and accountability across all aspects of the organisation

Our values guide the work of YFNW.

4. Strategic Priority

Our strategic priorities 2022-2027 includes a priority **To Strengthen Our Governance**

We believe that good governance sets the foundations for our charity's success. Led by the Board of Trustees, we will use the [Charity Governance Code](#) to benchmark our standards and develop plans for continuous improvement.

To ensure our commitment we have developed this policy to proactively recognise and ensure Equality, Equity, Diversity, Inclusion and Belonging (EEDIB) is embedded in our organisation.

Our EEDIB Policy, Processes and Practices are integral to our *Governance* priority.

5. Purpose of the Policy:

Youth Focus North West (YFNW) is committed to encouraging equality, equity, diversity, inclusion and belonging (EEDIB) across our staff team, volunteers, associates, trustees, partners, young people and all associated with the organisation.

This policy's purpose is to:

- Provide EEDIB, fairness and respect for all in our employment
- Create a positive culture throughout YFNW, where EEDIB and respect are core values and central to our activities
- Ensure staff, volunteers and trustees are engaged with the development and implementation of this policy
- Ensure the highest possible standards are achieved in the delivery of our services
- Ensure EEDIB is promoted through our work, both internally and externally
- Oppose and avoid all forms of unlawful discrimination
- Uphold the Equality Act 2010 in ensuring protected characteristics are not discriminated against

6. Legal Requirements

Discrimination:

YFNW will act to prevent discrimination and takes a proactive approach to addressing discrimination

(a) 'Direct Discrimination' is where a person is treated less favourably than another not on the merits of the case but on grounds of a protected characteristic.

(b) 'Discrimination by association' occurs where a person is directly discriminated against by association with another individual who has a protected characteristic.

(c) 'Discrimination by perception' is where a person is directly discriminated against based on a perception that the person has a particular protected characteristic even if the person does not actually possess that protected characteristic.

(d) 'Indirect Discrimination' occurs when a provision, practice or a criterion that applies to everyone but particularly disadvantages people who share a protected characteristic. Although equally applicable to all possible applicants, this may nevertheless be discriminatory because:

(i) The number of persons of the same personal status who can comply with the requirement is considerably smaller than the number who cannot; and

(ii) The requirement cannot be shown to be justifiable.

Harassment:

'Harassment' is unwanted conduct related to a protected characteristic under the Equality Act 2010 that has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Alternatively, the conduct may amount to harassment if it is reasonably considered by the target of the conduct to have the effect of violating their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them. This applies even if this effect was not intended by the person responsible for the conduct.

Victimisation:

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.

(<https://www.acas.org.uk/handling-a-bullying-harassment-discrimination-complaint>)

Equal Opportunities

YFNW is committed to equal opportunities in employment and service delivery. We will take every possible step to ensure that no person working with the organisation or seeking

employment with us, or anyone involved in our services will receive less favourable treatment or will be disadvantaged by requirements or conditions that cannot be shown to be justifiable on the grounds of their age, disability (including mental health), gender identity, gender expression, trans status, marriage or civil partnership status, pregnancy or maternity, race, colour, ethnic origin, religion or belief, sex or sexual orientation.

We will also not discriminate on the grounds of trade union membership or political activities, socio-economic status, responsibility for dependents, part-time status or any other reason which cannot be shown to be justified. However, should an individual act in a manner which is contrary to the values set out above in section 3, disciplinary action may be taken including dismissal in accordance with employment legislation.

Selection criteria and procedures are reviewed regularly to ensure that individuals are selected and treated on the basis of their relevant merits and abilities. Our aim is that our workforce will be truly representative of all sections of society.

Everyone should feel respected and valued and able to achieve their full potential. YFNW aims to ensure its values represent the diversity of communities both locally and regional.

YFNW is aware of the intersecting and multiple forms of discrimination people can face as a result of having multiple marginalised identities and that often this intersection is linked with poverty. We endeavour to acknowledge and understand the diverse experiences of our staff, volunteers and young people.

Reasonable Adjustments

Under the Equality Act 2010 employers and organisations have a responsibility to make sure that disabled people can access employment and services as easily as non-disabled people. This is known as the ‘duty to make reasonable adjustments’.

Disabled people can experience discrimination if an employer or organisation doesn’t make a reasonable adjustment. This is known as a ‘failure to make reasonable adjustments’.

YFNW is committed to supporting all disabled staff, volunteers and young people and wherever possible will ensure reasonable adjustments are put into place for those that need them.

Legal requirements

In valuing EEDIB, YFNW is committed to go beyond the legal minimum requirements regarding equality and work towards best and exemplary practice.

Current equality legislation and associated codes of practice are taken into account, including, but not limited to the:

- Equality Act 2010
- Employment Rights Act 1996
- Part time working regulations 2000
- Rehabilitation of Offenders Act
- Equal Pay Act 1970
- Employment Equal Treatment Framework Directive 2000 (as amended)

The above legislation serves to protect individuals against all forms of discrimination because of a particular protected characteristic.

7. Related Policies

Other YFNW policies that support and embed our EEDIB commitments across the organisation include:

- [Grievance & Disciplinary](#)
- [Complaints & Compliments](#)
- [Whistleblowing](#)
- Code of Conduct within [Safeguarding Policy](#)

8. Intersectionality

YFNW is committed to taking an ‘intersectional’ approach to equity, diversity and inclusion understanding that these multiple forms of discrimination are experienced simultaneously, in different ways by people of different backgrounds.

Intersectionality recognises not only differences between identities (such as racial, gender, and LGBTQ+ identities) but within these. For example, the experiences of women of colour are different to those of white women. It is important that we recognise overlapping identities and that everyone has their own unique experiences of marginalisation and oppression in order to be truly inclusive.

Using intersectionality in our work enables YFNW to acknowledge complexities which have been dismissed in the past where overt focus on one singular aspect of ‘identity’ led to neglect of others.

9. Breaches of Policy

It is expected that everyone involved with YFNW will uphold the values, principles, intent and actions to support EEDIB .

If these are breached, we have procedures in place to address any concerns and complaints.

Informal procedures include constructive conversations with colleagues and peer support to address the concerns.

If informal processes are ineffective or if the complaint is of such a severity that it warrants formal procedures, then formal procedures will be undertaken .

These include the use of managerial supervision and training to address the concerns.

In more severe incidents, formal procedures include the use of the [Complaints & Compliments](#) for those outside of the organisation and the use of the [Whistleblowing](#) Policy and [Grievance & Disciplinary](#) Procedures by employees and Trustees.

In extremely severe incidences then the Disciplinary procedure can be used immediately by Senior Managers and Trustees.

10. How to make a complaint

Grievance, Disciplinary and Complaints policy and procedures

Staff, volunteers and Trustees should use the [Grievance & Disciplinary](#) policy to raise a concern. Members of the public, other agencies and young people should use the [Complaints & Compliments](#) procedure to raise a concern.

Use of the organisation's grievance and/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.

YFNW may consider bullying, harassment, victimisation and unlawful discrimination to be addressed as misconduct under the organisation's grievance and/or disciplinary procedures, and if so appropriate action will be taken.

Particularly serious complaints of EEDIB violations could amount to gross misconduct and lead to dismissal without notice.

Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations.

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

Appendix 1

Definitions of EEDIB:

We recognise that there is no one complete set of agreed definitions for the terms equality, equity, diversity, inclusion and belonging, and we are guided by the National Council for Voluntary Organisations definitions of diversity and inclusion, UNISON's definition of equality, Hive Learnings definition of belonging, and by LSE definition of equity.

The above definitions are adapted from:

[Diversity Equity Inclusion & Belonging](#)

<https://www.unison.org.uk/content/uploads/2017/05/Equality-and-diversity.pdf>

<https://www.hivelearning.com/site/resource/diversity-inclusion/diversity-inclusion-glossary/>

[Is equity the same as equality? | Equity, Diversity and Inclusion](#)

A comprehensive glossary of EEDIB terminology is available at:

<https://www.hivelearning.com/site/resource/diversity-inclusion/diversity-inclusion-glossary/>

<https://www.unison.org.uk/content/uploads/2017/05/Equality-and-diversity.pdf>

Appendix 2

YFNW approach to EEDIB

Three areas of focus:

At YFNW we are taking an holistic approach, focussed on:

- Workforce Diversity
- Workplace inclusion
- Sustainability and accountability

We will do this holistically by:

- Ensuring support for EEDIB from the highest level within YFNW
- Ensuring our EEDIB policy is fully supported by senior management and has been agreed with employee representatives and Trustees.
- Enabling the drive for change,
- Providing support through training and supervision to ensure competency in enabling EEDIB across policies and practices at YFNW.
- Enabling change at organisational and individual levels.
- Acting in ways that respect and value the diversity of others.
- Ensuring the whole organisation understands EEDIB;
- Ensuring Staff understand what is expected of them in terms of their performance, their behaviour and their conduct towards others.
- Ensuring Staff set a positive example at all times.
- Ensuring that we do not discriminate against service users or other members of the organisation.
- Challenging and reporting any behaviour towards a colleague or young person that could be interpreted as discriminatory.
- Developing an evidence base of EEDIB at YFNW , where we will draw on internal and external research and data to reveal hidden inequalities and inform our practices and plans.
- Ensuring named people take on responsibility for key parts of the EEDIB plan.
- Monitoring grievances for EEDIB related complaints and addressing any issues raised.
- Collecting and analysing EEDIB data to enhance recruitment practices for staff, volunteers and young people to ensure that we are representative of the communities we serve and we are reaching a diverse range of young people.
- Embedding EEDIB into all employment and volunteering practices.
- Ensuring it is implemented and reviewed

We will do this specifically by ensuring :

- All staff, volunteers and trustees adhere to this policy.
- The Senior Management Team and the Chair of the Board of Trustees are accountable for ensuring the policy is implemented.

We will evidence change happens through monitoring EEDIB processes, plans and approaches: reviewing outcomes and reporting on impact through a **strategic delivery plan**.