



Policy	Equality, Diversity and Inclusion Policy		
Department	Human Resources		
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Other Relevant Documents	• Flexible working policy • Maternity, Paternity and Adoption Policy • Parental Leave Policy • Recruitment and Selection Policy • Safeguarding Policy • Bullying and Harassment • Disciplinary Policy		

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1. Policy Statement

YMCA London City & North (YLCAN) is committed to equality of opportunity, diversity and inclusion and to eliminating unlawful discrimination. Colleagues, Trustees, volunteers, service users, and other partners are required to support these commitments.

As a Federation member YMCA London City & North (YLCAN) is committed to the YMCA England & Wales Federation Charter on Equality and Diversity, please see section 5 of this policy for further information.

Our organisational values reflect the way we interact with people that we come into contact with as part of the work we do and support equality, diversity & inclusion:

<u>Collaborate</u>	We work together with young people, communities and stakeholders to improve our service delivery.
<u>Respect</u>	We show respect for all residents, service users, colleagues and others, regardless of perspectives and beliefs.
<u>Empower</u>	We support and develop confidence in others for all to progress.
<u>Accessible</u>	We ensure that our services and facilities are inclusive for everybody.
<u>Transform</u>	We always seek positive change in the lives of young people and our communities.
<u>Excellent</u>	We strive to deliver the highest-quality services in all that we do.

2. Policy Purpose

This policy sets out how YLCAN will ensure Equality, fairness and respect for all of our employees, volunteers and trustees in line with the Equality Act 2010 protected characteristics which include:

- 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

YLCAN promotes equality of opportunity within all of its HR policies and practices in respect to colleagues, trustees and volunteers.

3. Application Policy

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This policy sets out how YLCAN will uphold and promote equality of opportunity, diversity and inclusion, the policy also sets out expectations for employees, Trustees, and volunteer in respect of their role and work. This policy is available on the HR all-staff file on SharePoint for reference.

In order to ensure that all parties are clear about their roles and responsibilities Equality & Diversity training is provided as part of induction and on-going professional development. The training is mandatory for all employees, Trustees and volunteers.

It is important that this policy is followed and reflected in the work that we all do. If an individual or group feels the policy is not being followed in respect of colleagues, service users or volunteers of the Organisation, they should initially raise the matter with their line manager. If this is not appropriate the matter should be raised with the Head of Department.

4. Roles & Responsibilities

Human Resources:

- Act as role models to colleagues in respect of ED&I.
- Ensure the policy is implemented fairly, timely and consistent across the Organisation.
- Advise managers and employees on application and procedure.
- Escalate serious concerns to the appropriate Executive Director

Managers:

- Act as role models to colleagues in respect of ED&I.
- Ensure their team is working together and that everyone feels included.
- Ensure all employees are treated fairly and equally and if this is not the case then investigation and appropriate action is taken accordingly.
- Participate in learning and development in relation to ED&I.

Employees

- Read and uphold this policy, treating colleagues, service users and other parties fairly and equally.
- Participate in learning and development in relation to ED&I.

5. Our commitment

YLCAN is committed to the YMCA England & Wales Federation Charter on Equality and Diversity meaning we will adhere to the following:

- a. Adopting the YMCA's single national accreditation framework to assess and address the EDI agenda
- b. Developing a Diversity Action Plan (DAP) which is reviewed annually by our board of trustees and reported on in the association's annual report
- c. Allocating a reasonable and proportionate amount of our financial and human resources each year to the achievement of the objectives set out by our DAP and to meeting the other commitments set out in this charter
- d. Ensuring that recruitment and reward processes are genuinely open and reflect best practice in EDI

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- e. Ensuring that EDI forms a core part of the staff and volunteer induction and ongoing training and will be mandatory for all staff and volunteers including trustees
- f. Collecting EDI data across staff, volunteers and operational activities and sharing this internally with staff, volunteers and trustees
- g. We also commit to sharing this at least annually with the wider federation through the national facts and stats survey and where appropriate through regional mechanisms too
- h. Supporting the development of bespoke, national and regional training and leadership development pathways for people with protected characteristics, and supporting any staff and volunteers from our organisation who might benefit from these programmes to participate in them.
- i. Presenting the diversity of the federation in all of our internal and external communications, promoting positive images of diversity and challenging negative stereotypes of those with protected characteristics

6. Equal Opportunity Policy Statements

Equal Opportunities mean fairness to all, giving everyone an equal chance to develop their full potential without being held back by unfair disadvantage or discrimination.

Diversity means embracing the unique qualities, skills and experience that individuals possess and capitalising on the organisational and personal benefits that diversity can bring.

Inclusion is the practice of including people in a way that is fair for all, values everyone's differences, and empowers and enables each person to be themselves and achieve their full potential and thrive at work.

Our aim to have an organisational culture in which everyone feels that they belong, through feeling safe to be themselves and that their contribution matters, also that policies and practices encourage diversity and inclusion to enable people to work together effectively.

Equality, diversity and inclusion needs to be part of everything we do, we all have a responsibility to ensure we do not discriminate in a conscious or unconscious way. It is important for all of us to understand different types of discrimination and how they can occur.

There are different forms of discrimination , these include:

Direct discrimination

Where a person or group are treated less favourably than another person because of a Protected Characteristic they have or are thought to have, or because they associate with someone who has a protected characteristic.

Indirect discrimination

Indirect Discrimination can occur when there is a rule, policy or even a practice that applies to everyone but particularly disadvantages people who share a protected characteristic.

Associative discrimination

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

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Perceptive discrimination

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Positive discrimination

Positive discrimination (which means favourable treatment based on an equality characteristic) remains generally unlawful within the UK. However positive action aims to promote equality by improving outcomes for groups who are under-represented or disadvantaged i.e. by specific encouragement to certain groups to take up employment opportunities, or by providing training and development for groups that have traditionally been under-represented.

If an employer can show that an employee needs to be a particular sex in order to do a specific job, they can employ someone of that sex without breaking the law. This is known as an 'occupational requirement'. In order to do this the employer needs to have clear and valid criteria otherwise this may be seen as discrimination and could present legal risks.

Please speak to the HR department before deciding on a positive action programme or occupational requirement based on a protected characteristic, legal advice maybe needed.

Conscious Bias:

Conscious bias is sometimes known as explicit bias, a type of bias that the person is aware of and this is therefore a conscious bias in that as they are acting with intent. An individual with conscious bias is likely to be explicit with their beliefs and attitudes and behave with clear intent.

Unconscious Bias:

How a person thinks can depend on their life experiences, education, environment and other factor this can influence their beliefs and views about other people and how they respond to people without them being fully aware that they are doing this. This is unconscious bias and can operate positively in terms of personal similarities or negatively in terms of differences or bias beliefs. This means they could make a decision influenced by false beliefs or assumptions. Sometimes it's also called 'stereotyping'.

Everyone can think in a way that involves unconscious bias at some point, but it's important to be aware of it and not let it affect behaviour or decisions.

7. YLCAN Commitments

In order to promote equality, diversity and inclusion YLCAN commits to the following:

Age

- Ensure that people of all ages are treated with respect and dignity.

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- Ensure that people are given equal access to our employment, training, development and promotion opportunities and:
- Challenge discriminatory assumptions about younger and older people.

Disability

- Recognise visible and non-visible disabilities both physical and mental.
- Provide reasonable adjustments to ensure disabled people have access to our services and employment opportunities. If we feel that a particular adjustment would not be reasonable, we will discuss this with you and try to find an alternative solution where possible.
- Challenge discriminatory assumptions about disabled people.
- If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

We are accredited as a Disability Confident employer, and as part of this, we have committed to take action to improve how we can recruit, retain, and develop disabled people.

Race

- Challenge racism wherever and whatever context it occurs.
- Respond swiftly and sensitively to racist incidents.
- Actively promote race equality and inclusion in the organisation and as part of its work.
- Take positive action to redress the negative effects of discrimination against everyone.
- Offer equal access for everyone to employment, training and pay.

Gender

- Challenge discriminatory assumptions about gender.
- Take positive action to redress the negative effects of discrimination against everyone
- Offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.
- Provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

Sexual orientation

- Ensure that we take account of the needs of everyone, including the LGBTQ+ communities.
- Promote positive images of the LGBTQ+ communities.
- Challenge discriminatory assumptions about the LGBTQ+ communities.
- Take positive action to redress the negative effects of discrimination.
- Offer equal access for everyone to employment, training and pay.

Religion or belief

- Ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible and

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- Respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

Pregnancy, maternity or Adoption

- Ensure that people are treated with respect and dignity during pregnancy, whilst on maternity leave or completing the Adoption process.
- Challenge discriminatory assumptions about pregnancy, maternity or Adoption.
- Ensure that no individual is disadvantaged during pregnancy, maternity leave or adoption leave and that we take account of the needs of our employees' during this time.

Marriage or civil partnership

- Ensure that people are treated with respect and dignity regardless of marriage or civil partnership status.
- Challenge discriminatory assumptions about the marriage or civil partnership of our employees.
- Ensure that no individual is disadvantaged as a result of their marriage or civil partnership status.

Part time and fixed term work

- Part time and fixed term staff should be treated the same as comparable full time or permanent staff and benefit from the terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

8. Recruitment and Selection

YMCA LCAN is committed to ensuring effort is made to attract applications from all sections of society and to ensure fair treatment through the recruitment process including:

- Checking that job and candidate specifications are relevant and non-discriminatory.
- Ensuring that wording of adverts appeals to all sections of society.
- Using advertising media that reaches all sections.
- Communicating our policy to recruitment agencies.
- Short listing on skills and qualifications only.
- Asking fair and consistent questions at interview, and avoiding assumptions based on their characteristics.
- Keeping records of the recruitment process includes reasons for rejecting candidates and notes of interviews.
- Monitoring recruitment and selection to ensure that equality of opportunity is afforded to all applicants and eliminate any discriminatory or potentially discriminatory practices.

9. Learning & Development

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Learning and development needs will be identified through regular appraisals and one to one meeting managers have with team members. Colleagues will be given appropriate access to Learning and development opportunities to enable them to develop in their role and progress within the organisation, all promotion decisions will be made on the basis of merit.

YMCALCAN will ensure that policies and practices regarding Learning and development do not result in any unfairness.

10. Equal Pay

YMCALCAN is committed to ensuring equality of pay between employees and will strive to ensure that our employees will receive equal pay for work of equal value. Colleagues are able to request information regarding how their pay has been arrived at. Decisions regarding pay and benefits and salary reviews will be made with equal pay in mind.

11. Harassment

Harassment is unwanted conduct where the purpose or effect is to violate an individual's dignity or create an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

The Equality Act 2010 covers third party harassment in relation to sex, age, disability, gender reassignment, race, religion or belief and sexual orientation. Employees are able to raise concerns regarding harassment directed at themselves but also directed at others within the organisation. It is important that any form of harassment is reported and acted on as soon as possible, this includes harassment from other colleagues, Trustees, volunteers, customers, service users or partners. The organisation has a legal responsibility to take action.

12. Victimisation

Victimisation is treating someone less favourably because they have alleged discrimination or asserted their right not to be discriminated against because of a protected characteristic. An example of this would be retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

13. Reporting Concerns

It is the responsibility of all of us to eliminate discrimination by ensuring the practical application of this policy and by reporting incidents of discrimination.

It is hoped that personal concerns can be handled and indeed resolved informally, at least in the first instance if possible.

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Claims of victimisation or harassment will be taken seriously and should be reported to the persons line manager, the Head of Service and HR should also be made aware. Any relevant records should be kept, and any evidence collated. Investigations into concerns raised will use the grievance investigation process as detail in the YLCAN Grievance Policy. If through this acts of discrimination, harassment or victimisation are identified the YLCAN Disciplinary Policy will then be used.

If a satisfactory response is not received, the matter can then be directed to the Head of People & Culture.

All allegations of discrimination and harassment will be treated seriously and thoroughly investigated when raised using the processes detailed in the YLCAN Grievance Policy.

Discrimination or harassment is unacceptable and if identified will be managed under the YLCAN Disciplinary Policy and anyone found to be discriminating will face disciplinary action.

14. Monitoring & Review

The policy and procedure will be reviewed and updated periodically by Human Resources in line with legislative changes, business practice annually and the ED & I Charter.

15. GDPR

Employee data will be collected in respect of protected characteristics to monitor the diversity of within our work force in order to identify areas of improvement, changes, to remove barriers and increase equality of opportunity.

Under GDPR legislation any personal data will be kept confidential and will only be used for these purposes. Any data retained on personnel files will be deleted after the required 6 year period under GDPR legislation.

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