

## EQUALITY, DIVERSITY AND INCLUSION POLICY

ASD Family Help is committed to encouraging equality, diversity and inclusion among our workforce (including volunteers), eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our users, and for each employee to feel respected and able to give their best.

The charity; in providing services is also committed against unlawful discrimination of users or the public.

### Policy Purpose

- To provide equality, fairness and respect for all in our employment, whether voluntary, temporary, part-time or full-time
- Not unlawfully discriminate under the Equality Act 2010 (protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation)
- 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, and selection for employment, promotion, training or other developmental opportunities

### Our Aims and Commitment:

1. Encouraging equality, diversity and inclusion in the workplace is simply good practice and make business sense
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff, and volunteers, are recognised and valued.

This commitment includes training managers and our staff/volunteers, about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff/volunteers conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

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

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, employees, users, suppliers, visitors, the public and any others in the course of the charities 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.

Furthermore, 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/volunteers, 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. Decisions concerning staff/volunteers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment/volunteering practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.
7. At times review/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 this equality, diversity and inclusion policy.

This may also include assessing how the equality, diversity and inclusion policy is working in practice, reviewing it annually, and considering and taking action to address any issues.

#### **Agreement to follow this policy:**

The equality, diversity and inclusion policy are fully supported by senior management/committee and has been agreed with employee representatives.

#### **Disciplinary and Grievance:**

Details of the organisation's grievance and disciplinary policies and procedures can be found in the charity OneDrive and on our website. In addition a copy can be emailed to employees on request. This includes with whom an employee should raise a grievance – usually their line manager.

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.