

Diversity Policy

Definitions:

Organisation: In2Out.

Participant(s): Person(s) engaged with the Programme.

Programme: Mentoring and Support Services.

Staff: Any person paid or unpaid who might be in a position of trust on behalf of the Organisation including project director, trustees, directors, managers, employees, mentors, befrienders, contractors providing mentoring and befriending services volunteers and support workers.

Trustees: Persons having the general control and responsibility for upholding the constitution of the Organisation.

Purpose of the Policy

The Policy sets out the Organisation's principles with regard to diversity and equality in the recruitment, employment and deployment of volunteers, management and employees.

To whom the Policy applies

The Policy is relevant to all Staff and managers.

Policy

The Organisation recognises the value and worth of all individuals and holds to the belief that, by drawing on the different perspectives and experiences of everyone, it will be a stronger organisation and better placed to respond to the needs of Programme Participants.

The Organisation is an equal opportunity organisation. It is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all Staff and job applicants.

It is the Organisation's stated policy to treat all workers and job applicants equally and fairly irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability ('protected characteristics' as per the Equality Act 2010).

Discrimination (direct or indirect) by or against a member of Staff is prohibited unless there is a specific legal exemption.

Harassment related to any of the Protected Characteristics is prohibited. (Harassment is dealt with further in the In2Out Inappropriate Behaviour Policy).

Victimisation is prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.

The Organisation is also committed to ensuring that no policy, procedure, provision, rule, requirement, condition or criterion will be imposed on any worker or job applicant without justification if it would be likely to put that person at a disadvantage on any of the above grounds.

This equal opportunities policy applies to all stages of the recruitment and selection process, as well as throughout individuals' employment or period of Voluntary work.

Due to the nature of the Organisation's work with young people and the Rehabilitation of Offenders Act 1974, see also the "Employing People with Convictions Policy".

Gender

Women and men are fully and properly represented and rewarded for their contribution at all levels of the organisation through:

- Challenging gender stereotypes.
- Supporting Staff in balancing their life at work and at home.

Trans Gender Status

People who plan to undergo, are undergoing, or have undergone gender re-assignment are protected against all forms of discrimination and harassment. The Organisation will take positive steps to support a trans-gender person and ensure they are treated with dignity and respect.

Marital or Civil Partnership Status

Staff will be treated fairly and equally in the workplace irrespective of their marital or civil partnership or family status.

Racial and cultural diversity

Racial and cultural diversity is promoted through:

- Challenging racial stereotypes.
- Understanding, respecting and valuing different backgrounds and perspectives.

Disability

The Organisation recognises the abilities of disabled people values them at all levels of the Organisation by:

- Focusing on what Staff are able to do and not what they cannot.
- Challenging stereotypes about people with disabilities.
- Welcoming applications from candidates with disabilities making reasonable adjustments to the work place, their working conditions and facilities in order to support their full participation within the Organisation.

Age

The Organisation values and promotes age diversity within the workforce by:

- Challenging age stereotyping.
- Recognising the benefits of a mixed-age workforce.

Religious Belief and Political Opinion

Staff will be treated fairly in the workplace irrespective of their religious or political opinions. The Organisation will achieve this by recognising individuals' freedom of belief and right to protection from intolerance and persecution.

HIV

Discrimination against a staff member or potential staff member on grounds that he or she has, or is thought to have, HIV or AIDS (or any other such condition) is not acceptable, and confidentiality will be respected in line with the wishes of an individual with that condition.

Sexual Orientation

Staff will be treated fairly in the workplace irrespective of their sexuality. The Organisation will implement this by:

- Respecting different lifestyles.
- Challenging negative stereotypical views.

In addition to the above, it is not permissible to treat a person less favourably because of pregnancy, maternity or family responsibilities.

Organisation Responsibilities

All managers have a responsibility to embrace and support this principle and must continue to challenge any behaviour and/or attitudes that prevent the achievement of this. The Organisation's aim is to use fair, objective and innovative employment practices to ensure that:

- All Staff and Participants are treated fairly and with respect, ensuring that there is no discrimination in recruitment, promotion, training or any other aspect of career development.
- All Staff are free from harassment and bullying of any nature, or any other form of unwanted behaviour, whether based on gender, trans-gender status, marital or civil partnership status, race, disability, age, political or religious belief or sexual orientation.
- All Staff have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.

Provision is made for the investigation of formal grievances and disciplinary offences related to equal treatment.

Acts of discrimination and harassment have been designated serious offences under the disciplinary rules. Such acts may result in dismissal.

The Organisation will support any member of staff who is found to have been harassed by another member of staff and will deal with complaints sensitively and confidentially.

Individual Responsibilities

Every member of staff is responsible for behaving without discrimination towards others.

Other relevant policies

This Policy should be read in conjunction with the Organisation's other policies and procedures such as: Recruitment & Selection; Inappropriate Behaviour; Disciplinary; Employing People with Convictions.

Document Control & History

Version	Date	Author	Reviewer	Summary of Changes	Issue Date
1.1	15/8/14	P Gibson	T Wilcox	Minor revisions	15/8/14
2.0	30/9/14	P Gibson	T Wilcox	Major revisions, and Integration with Inappropriate Behaviour policy	30/9/14
2.1	7/5/19		A Hunt	Updated logo	7/5/19
2.2	10/05/21		M Screeton	Review	10/05/21
2.3	2/10/23	P Gibson	M Screeton	Adding references to "Employing People with Convictions" policy	3/10/23
Staff Handbook					
This Policy features in the Staff Handbook. When changes are made to this Policy, ensure the Handbook is amended as appropriate.					