



EQUALITY AND DIVERSITY POLICY

Vision Statement

Power to Change ('the Trust') is committed to the advancement of equality, diversity and inclusion. The Trust seeks to be a genuinely fair and inclusive organisation by advancing equality and diversity through all its policies and practices.

The Trust believes diversity drives great outcomes through encouraging the different points of view that come from a diverse workforce. The Trust believes that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way we work more powerful, more innovative and effective.

The Trust encourages and welcomes applications, whether for jobs, support or funding, from people from all backgrounds who are looking to make a real difference to the lives of their local communities.

Scope

The Trust's Equality and Diversity policy applies to all employees, consultants, temporary workers, interns, contractors, suppliers, sub-contractors and agencies in our supply chain and anyone delivering services on behalf of the Trust. It also applies to the Trust's Board in the discharge of their duties.

Core Principles

The Trust seeks to be a genuinely inclusive organisation by

- embedding equality, diversity and inclusive principles and values into everything we do
- harnessing the unique strengths, ideas and thinking that diversity brings, to foster innovation and transform its performance
- recruiting and developing a diverse, talented and inclusive workforce at all levels
- promoting disability equality across all areas of its work
- taking a zero tolerance approach to harassment, victimisation, direct or indirect discrimination against people with different protected characteristics¹
- promoting inclusive principles in all its dealings with employees, contractors, consultants, job applicants, grantees, partners, support providers, suppliers, recruitment agencies and the public
- creating a diverse supply chain which promotes fair and inclusive policies and practices and which bring economic benefits for everyone

The Equality and Diversity Policy will be delivered as follows:

Organisational

- develop protocols and systems to enable the Trust to embed equality and diversity principles into everything it does, so that people with different protected characteristics are not excluded, discriminated against nor disproportionately affected by its policies and practices

¹ The protected characteristics under the Equality Act 2010 are age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation

- ensure that all employees, trustees, contractors and sub-contractors, consultants, suppliers and anyone involved with the Trust is aware of their responsibility for advancing equality, diversity and inclusion in their work
- take proactive steps to ensure that we target, reach, engage and involve groups which are under-represented across all our activities
- implement initiatives to advance equality for disabled people
- participate in appropriate and relevant equality and quality standards which enable us to achieve our vision for a fair and inclusive organisation
- ensure language, imagery and communication used across the organisation is inclusive and reflects the diversity of our employees and communities we serve
- regularly review the policy and its practical application and make changes which enable us to achieve our vision for a fair and inclusive organisation
- Monitor and report on the progress we make on a year on year basis

Workforce:

Under the Equality Act 2010 the Trust has a general duty to eliminate unlawful discrimination, harassment and victimisation, and to advance equality of opportunity and foster good relations between people who share a relevant characteristic and persons who do not. To this end the Trust will

- establish recruitment and selection processes that are fair and inclusive enabling us to attract, reach and recruit the best talents. Nevertheless, whilst positive measures may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion to all jobs **will be based solely on merit**.
- create opportunities for training, support and encouragement to employees so that they can develop their careers and enhance their contributions to the Trust. This includes taking appropriate positive action measures (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are under-represented in the workforce and encourage them to take up training and career-development opportunities
- ensure senior managers work with their staff to create and sustain a safe, welcoming and inclusive work environment free from bias, harassment, victimisation and discrimination and where everyone's unique contribution is valued, and to tackle any behaviours that breaches this
- provide equality and diversity training and support to all employees, contractors and trustees
- provide all reasonable assistance and adjustments for employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment. To ensure that an appropriate risk assessment is carried out and that appropriate specialist advice is obtained where necessary.
- involve employees in developing, maintaining and reviewing human resources policies, procedures and flexible working arrangements.

Grantees/Recipients of the Trust's funds

The Trust is committed to creating opportunities for different protected groups and communities to benefit from grants and support offered by the Trust, its partners, suppliers, contractors and other intermediaries.

To this effect we will equality impact assess all new funding or programme opportunities to establish relevance to equality and diversity, including priorities and objectives we need to build into outreach, design, development, communication, delivery, reporting and evaluation processes. We will engage and consult with a rich diversity of groups as relevant as part of our funding and programme activities. We will also monitor all funding and programme

opportunities to ensure no group or community is excluded or disadvantaged, and will take remedial steps including use of positive action where appropriate.

Procurement and Supplier Diversity

The Trust recognises the importance of having a diverse supplier base that reflects employees and the communities we serve. We are therefore committed to working with a rich diversity of suppliers that can support us in achieving our strategic objectives and our vision for a fair and inclusive community business sector.

To this effect all consultants, contractors and their sub-contractors, recruitment agencies, suppliers and anyone providing services on behalf the Trust will be given a copy of this policy. They will be required to put in place resources to achieve the requirements of this policy as they deliver services on behalf of the Trust, failure to comply may result in their removal from the Trust's consultancy, contractor or suppliers list.

Complaints

The Trust requires all employees to treat each other with dignity and respect whilst at work, and to treat everyone involved with us with equal value and respect. We also expect our employees to be treated with respect by anyone involved with the Trust.

The Trust will treat very seriously any complaint of discrimination made by employees, contractors, partners, grantees, support providers, suppliers, or other third parties and will take action where appropriate. We encourage informal resolution of complaints wherever possible.

If an employee believes that they have been discriminated against or treated unfavourably, they should raise the matter as soon as possible with their manager or a director using the Trust's Grievance Procedure.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly and promptly. If an allegation of discrimination is made, the Trust is committed to ensuring that the complainant is protected from victimisation, harassment or less favourable treatment.

If an employee is accused of unlawful discrimination, the Trust will investigate the matter fully. During the course of the investigation, the employee will be given the opportunity to respond to the allegation and provide an explanation of their actions. If the investigation concludes that their actions amount to unlawful discrimination, they will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

Monitoring and Review

To ensure we have an accurate picture of the Trust; to identify and address any existing or potential inequalities or discrimination and to ensure we are achieving the aims of this policy, we collect, on a voluntary basis, information on the diversity of potential recruits, existing staff, grantees and stakeholder communities: the information we collect covers age, sex, ethnicity, sexual orientation, religion and belief and disability.

We encourage all potential and existing employees, grantees and stakeholder communities to complete the diversity monitoring information, all personal data is held securely and processed in compliance with the Data Protection Act.

The policy will be reviewed at regular intervals or during periods of significant changes in our organisation or legislation. Changes will be communicated to everyone bound by this policy.

Implementation

All employees and those who act on the Trust's behalf are required to adhere to this policy when undertaking their duties or when representing the Trust in any other guise. Copies of this policy and training will be made available to staff and relevant parties as appropriate.

Implementation by suppliers, and contractors will be achieved through procurement rules, supplier diversity policy, contracts and agreements developed by the Trust. This policy was prepared by the People & Governance Committee of the Power to Change Trust.

Agreed by People & Governance Committee

Approved by the Board

Signed:

Signed:

Dated:

Dated:

Version	Prepared by	For	Date	Status
1.0	RC	P&G	25 Nov 15	Approved by P&G as part of Employee Handbook
1.1	RC	P&G	8 Feb 16	Expanded Policy for review and approval
1.2	RC	Board	4 Mar 16	Agreed by P&G, for Board approval
1.3	RC	P&G	26 Sep 16	Approved by P&G (note 1)

Note 1 – some small amendments resulting from P&G review remain o/s