



## DIVERSITY, EQUITY, AND INCLUSION POLICY

### 1. Equality and Equity

Power to Change has in the past referred to our work as advancing diversity, inclusion, and equality. We are now beginning to replace the term equality with the term equity. These are not interchangeable terms, and the replacement is not done without careful consideration. Our belief is that equity is an evolution of the concept of equality. It functions to challenge us to seek to address the underlying causes of marginalisation and disparity *in addition to* our existing approaches that seek to advance equality.

“Equality is giving everyone a shoe. Equity is giving everyone a shoe that fits.”<sup>1</sup>

### 2. Our commitment:

Power to Change is committed to the advancement of diversity, equity, and inclusion. We seek to be a genuinely fair and inclusive organisation by advancing diversity, equity, and inclusion through all its policies and practices.

We believe that:

- Diversity drives great outcomes through encouraging the different points of view that come from a diverse workforce.
- People from different backgrounds can bring fresh ideas, thinking and approaches which make the way we work more powerful, more innovative, and effective.
- To effectively support communities that are facing marginalisation and/or disproportionate hardship in our society requires understanding of that hardship. This can include employing staff with lived experience, inclusive consultation of marginalised communities which leads to process/practice changes and putting power into the hands of marginalised communities.

We encourage 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. We frequently review our internal processes, and we are committed to continuing to do so to further diversity, equity, and inclusion across our work.

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<sup>1</sup> Susan K Gardner, Dean, College of Education, Oregon State University



### 3. Scope of this policy

Our Diversity, Equity and Inclusion policy applies to all employees, Trustees, consultants, temporary workers, interns, contractors, suppliers, sub-contractors and agencies in our supply chain and anyone delivering services on behalf of Power to Change.

### 4. Core principles of this policy

Power to Change seeks to be a genuinely inclusive organisation by

- Embedding diversity, equity, and inclusive principles and values into everything we do by using evidence and best practice.
- Harnessing the unique strengths, ideas and thinking that diversity brings, to foster innovation and transform how we effectively support marginalised communities.
- Recruiting and developing a diverse, talented, and inclusive workforce at all levels and, when doing so will not risk identifying colleagues, monitoring, and reporting on data relating to diversity and inclusion at Power to Change 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 characteristics. Our Behaviours in the Workplace<sup>2</sup> and Grievance Policies<sup>3</sup> make specific reference to microaggressions suffered by marginalised groups and how they are addressed in our workplace.
- 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.

### 5. The Diversity, Equity, and Inclusion Policy will be delivered as follows:

#### a. Organisational

We will

- Develop protocols and systems to enable us to embed diversity and equity principles into everything it does, so that people with different protected characteristics<sup>4</sup> are not excluded, discriminated against nor disproportionately affected by its policies and practices.
- Ensure that all employees, trustees, contractors and sub-contractors, consultants, suppliers, and anyone involved with us is aware of their responsibility for advancing diversity, equity, and inclusion in their work.

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<sup>4</sup> The protected characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, and sexual orientation.



- Take proactive steps to ensure that we target, reach, engage and involve groups which are under-represented across all our activities or are facing disproportionate hardship within the target audience for our activities.
- Implement initiatives to advance inclusion for disabled people, including proactively offering and implementing reasonable adjustments and flexible working.
- 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 and identity 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.
- Make use of evidence gain by research, reflection and evaluation of our diverse audience and their needs, including how different marginalised groups may be disadvantaged or excluded by our processes/practices, and implement change to mitigate these Monitor and report on the progress we make on a year on year basis.

## **b. Workforce**

Under the Equality Act 2010 we have 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 we will

- All recruitment processes should and will be based in merit, but we acknowledge that within broader society there is not equal opportunity for marginalised groups in obtaining employment. Unfortunately, the most promising and talented candidates risk being excluded due to poor inclusion practice. In the same way that the Disability Confident Scheme seeks to help reduce barriers to employment for disabled people, we will work to establish recruitment and selection processes that are fair and inclusive enabling us to attract, reach and recruit the best talents. Such measures may include creating the conditions to encourage under-represented groups to apply for employment, to provide interview questions in advance, evaluating our processes to eliminate bias, and to value lived experience as a skill worthy of recognition in supporting our diverse audiences.
- Create opportunities for training, support, and encouragement to employees so that they can develop their careers and enhance their contributions with us. 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 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 diversity, equity, and inclusion training and support to all employees, contractors, and trustees.



- Provide all reasonable assistance and adjustments for employees who are or who become disabled<sup>5</sup>, 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.

#### **c. Grantees/Recipients of our funds**

We are committed to creating opportunities for different protected groups and communities to benefit from grants and support offered by us, its partners, suppliers, contractors, and other intermediaries.

To this effect we will commit to ensuring that diversity, equity, and inclusion is a core element of our design of funding, programme opportunities or other support. This will include evaluation of activity to ensure it does not risk disproportionately excluding protected groups, thorough and careful use of language about marginalised communities, plain English guidance, provision of multiple sources of support e.g., email contact and webinars, forms and data collection that is as streamlined as possible to meet our fundamental due diligence requirements.

#### **d. Procurement and Supplier Diversity**

We recognise 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 our behalf will have access to this policy. They will be required to put in place resources to achieve the requirements of this policy as they deliver services on our behalf, failure to comply may result in their removal from our consultancy, contractor, or suppliers list.

### **6. Complaints**

We require 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 us.

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

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<sup>5</sup> We understand that neurodivergent people may not consider themselves disabled, but under the Equality Act 2010 their workplace protections flow from them being recognised as disabled people.



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 member of the Executive Team using our 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, we are committed to ensuring that everyone involved is protected from victimisation, harassment, or less favourable treatment.

If an employee is accused of unlawful discrimination, we will investigate the matter fully. During the course of the investigation, we are committed to providing support to everyone involved. 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.

As per our Behaviours in the Workplace and Bullying and Harassment Policies, we consider microaggressions to be unacceptable behaviour but recognise that they *may* represent a training need rather than unlawful discrimination. As such we are committed to providing training for managers that helps minimise the risk of and/or specifically address microaggression raised by employees from minoritised communities.

Employees at Power to Change are encouraged to speak with their line manager and/or HR if they face discrimination or harassment from a third party while engaged in work activity for Power to Change. While we understand we cannot control the policies and behaviours of the individuals and organisations that our employees interact with, we understand that situations such of these can be uncomfortable and distressing. We are committed to supporting our employees and will consider the appropriate action that is possible in each case.

## **7. Monitoring and Review**

To ensure we have an accurate picture of our organisation; 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. Some stakeholder group information may extend beyond this list where appropriate to cover communities of shared experience such as migrants, people with experience of the criminal justice system and others.

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.



## 8. Implementation

All employees and those who act on our behalf are required to adhere to this policy when undertaking their duties or when representing Power to Change 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 Power to Change.

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	17 Mar 16	Approved by Board
1.3	RC	P&G	26 Sep 16	Approved by P&G
1.4	EW	P&G	14 Sep 23	Approved by P&G