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Applies to: All Trustees, Employees, Trainees & Volunteers	Equality, Diversity, and Inclusion Policy	

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EQUALITY, DIVERSITY, AND INCLUSION POLICY

Charitable Incorporated Organisation
Charity Number: 1159808

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Our Statement

R-evolution is committed to developing, maintaining, and encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination.


We recognise that people with different backgrounds, skills, attitudes, and experiences bring fresh ideas and perceptions, and we will encourage and harness these differences to make our company more relevant and approachable for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We are committed to ensuring that the terms and conditions of employment for existing and potential employees are equitable and non-discriminatory. This means that job applicants, employees, suppliers, and clients will be treated fairly irrespective of any of the 'Protected Characteristics' as defined by the Equality Act 2010.

Our Policy's Purpose

This policy's purpose is to:


1. Provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - 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
3. 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
 - selection for employment, promotion, training, or other development opportunities

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Our Commitments

We recognise the benefits of having a diverse workforce and the organisation commits to:

1. Encourage equality, diversity, and inclusion in the workplace as they are 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 are recognised and valued.
3. Train managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.
4. Ensure all staff understanding they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.
4. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organisation's work activities.
5. Such acts will be dealt with as misconduct under the organisation's grievance or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
6. Further, 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.
5. Making opportunities for training, development, and progress available to all staff, 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.
6. Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
7. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
8. 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 the equality, diversity and inclusion policy.

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Procedure for Discriminatory Conduct

The organisation will treat seriously all complaints made under this policy.

Any employee may use the grievance procedure to complain about discriminatory conduct. The complaint will be taken seriously, thoroughly investigated, and considered based on the facts of the investigation. No individual will be penalised for raising such a grievance unless it is found to be untrue and made in bad faith. If the matter relates to harassment or bullying of any kind the harassment policy and procedure should be followed.

Any employee who discriminates against any other employee or client because of a protected characteristic will be subject to our disciplinary procedure as set out in the grievance and disciplinary policy. In serious cases where such behaviour has been deemed to constitute gross misconduct it will result in summary dismissal in the absence of mitigating circumstances. This statement should be read in conjunction with the harassment policy and procedure set out in this policy.

We recognise that our employees, officers, stakeholders, and subcontractors are in turn entitled to respect for their rights. We will not tolerate discriminatory action against anybody employed by us or acting on our behalf. We therefore require you to notify your line manager in the event of inappropriate words, actions, or behaviour by any client or user of our services.

In the event of a complaint arising, your line manager will advise as to the action to be taken. In emergency situations where advice of authority is not available, you are to act as you think right in the circumstances. If that includes the termination of our services or terminating an activity such as a training course, then you are authorised to take such steps.


Monitoring

All employees and job applicants may be asked to complete a form providing information regarding their age, sex, race, ethnic origin and whether they suffer from any disabilities. This form will be used solely for the purpose of monitoring the effectiveness of our equal opportunities policy and to ensure that we meet our obligations. It will not be taken into consideration of the person's suitability for the role.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

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Accessibility

We will endeavour to ensure individuals have the facilities and assistance to work wherever the need/client dictates. If the request is reasonable, we will make adjustments to the environment where possible.

Part-time and fixed-term work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

Positive Action on Equal Opportunities

We will regularly monitor the composition of the workforce and of job applicants. Should inequalities become apparent lawful positive action will be taken to redress the balance including such measures as:

- Advertising jobs in ethnic or particular interest publications as appropriate.
- Encouraging under-represented groups to apply for suitable posts or undergo training.
- Contacting disabled candidates via the local job centre.
- Considering whether any reasonable adjustment can be made to work premises or the working arrangements to accommodate a disabled employee or job applicant.
- Introducing assertiveness training.

Agreement

The equality, diversity and inclusion policy and procedures are fully supported by senior management.