

# Equality, Equity, Diversity and Inclusion Policy

## Who is covered by this policy?

All staff, trustees, volunteers

## What is covered by this policy?

This policy sets out the Directory of Social Change's commitment to ensuring that anyone who comes into contact with us is treated with warmth, dignity and respect irrespective of who they are and what protected characteristics they may have.

This policy also outlines the proactive work DSC does to ensure it is an anti-racist and anti-discriminatory organisation and to promote a positive working culture for everyone.

This policy will be a 'live' policy; it will be updated regularly and will be used as a tool to track progress.

## Purpose

The purpose of this policy is to ensure that all individuals including staff, trustees, volunteers, job applicants, our beneficiaries, associate trainers, speakers, subcontractors, authors and anyone else who comes into contact with DSC is treated fairly and equally and that we provide a space free from all forms of harassment, bullying and discrimination.

DSC will ensure that it is consciously and actively aware of where the organisation and individuals may exhibit bias and prejudice both conscious and unconscious and take steps to rectify this.

Trustees and staff will be engaged in the development and implementation of this policy, to ensure that equality, equity, diversity, and inclusion is promoted through our work internally and externally.

## Key Success Criteria

This policy will be deemed successful if:

- We create a positive culture throughout DSC, where diversity, inclusion, compassion and respect are core values and at the centre of all our activities.
- We eliminate all forms of conscious and unconscious discrimination in our practices and behaviours.
- We actively encourage positive action to overcome disadvantage and discrimination.

- We ensure the highest possible standards are achieved in the delivery of our services to beneficiaries and in our employment practices.
- We ensure equality, equity, diversity and inclusion is promoted through our work, both internally and externally.
- Everyone feels valued and given space to work to their full potential.

## **The Policy**

### **What Staff Must Do**

- All employees at the Directory of Social Change are asked to demonstrate their commitment to this policy by signing and adhering to a Code of Conduct which outlines the expectations of them whilst they are working at DSC.
- Every employee and trustee is expected to assist DSC in meeting its commitments to provide equality of opportunity and a culture free from discrimination.
- Every employee is expected to treat anyone that they come into contact with, with dignity and respect and to treat everyone equally.
- Each employee is expected to know our standards of behaviour, actively implement our values and be an exemplar of equality and fairness in everything we do.
- Staff are encouraged to communicate the terminology that describes them and others should respect and use that terminology (eg. Him/her/they/them)
- Employees and Trustees are expected to uphold the values of this policy when representing the organisation, for example at external events, and on social media accounts.
- Any breaches of this policy (including but not limited to acts of discrimination, harassment, bullying or victimisation) will be regarded as misconduct and will be subject to DSC's disciplinary procedures.

### **What DSC will do**

- Training will be provided to all staff and trustees about this policy and DSC's commitment to being an inclusive, non-discriminatory organisation.
- Equality and equal opportunities training will be provided as required. Attendance at training sessions will be compulsory to those who are notified that they should attend.
- Training, and suggested reading will be included as a part of new employees and new trustee's induction processes.
- All staff will be expected to read articles and books sent to them, as is usual at DSC. Time can be taken out of the working day to read around the topics suggested.

### **Diversity Monitoring**

- In normal circumstances, DSC will keep up to date records of diversity within the organisation relating to protected characteristics.
- This information will of course be collected with the permission of staff and the information held confidentially in accordance with GDPR.
- The information provided will help inform how many employees and Trustees have a particular protected characteristic so that we can ensure that they are not discriminated against nor is disciplinary action disproportionately taken against them and understand if there is a higher turnover of staff or barriers to progression.
- As a minimum, DSC will regularly monitor the declared ethnicity, gender, disability and age composition of the existing staff body and job applicants and take any appropriate action to address issues that may be identified as a result of the monitoring process.
- Under normal circumstances, DSC will undertake a staff survey about general working principles, wellbeing and to decipher how those working within the organisation feel we are performing in relation to Equality, Equity, Diversity and Inclusion at least every three years.
- The information collected will be reviewed by DSC's Board of Trustees to ensure that DSC is meeting its obligation to promote equal opportunity and inclusion in its employment practice and services.

### **Policies and Procedures**

- All policies and procedures at DSC are reviewed on a rolling basis, with special attention being given to issues affecting Equality, Equity, Diversity, and Inclusion.
- Under normal circumstances, policies will be reviewed using the Equality Impact Assessment Guidance. [Equality impact assessment guidance and template \(ukri.org\)](https://www.ukri.org/equality-impact-assessment-guidance-and-template/)
- Policies at DSC are not static and can and will be amended as required to suit changing situations. Under normal circumstances, feedback from staff will be sought on amendments to existing policies and/or on newly drafted policies where a gap is identified.

### **Recruitment**

- DSC will not discriminate in the selection of staff for recruitment or promotion. See Recruitment and Selection Policy.
- DSC may use appropriate lawful methods including where appropriate positive action, to address identified under-representation of any group in particular types and levels of vacancies.
- DSC will identify institutional barriers to the attraction, retention and progression that may face those with protected characteristics and will 'test thinking' before advertising any roles externally. By this we mean running job descriptions, person specifications,

advertises and so on past other people in the organisation to ensure we are not being unconsciously discriminatory.

#### **Promotion of DSC's EEDI Policy**

- This policy is accessible on DSC's main website.
- This policy will be briefed during the induction of any new recruits at DSC.
- Staff will be regularly briefed on the policy and it will be referenced regularly.

#### **Policy Monitoring and Updates**

- The EEDI Board Working Group will continue to strategically review this policy in relation to all other work at DSC.
- The Executive Leadership Team will discuss progress against the policy regularly and take action if needed.
- The Equality, Equity, Diversity and Inclusion actions plan can be found on SharePoint.
- Under normal circumstances, DSC will undertake a gender pay gap and diversity pay gap analysis every three to five years.

#### **Other DSC Policies**

This policy encompasses every aspect of employment and work at DSC and as such specifically links to a number of other DSC policies including, but not limited to:

- Bullying and harassment
- Complaints
- Disciplinary and dismissal
- Grievance
- Recruitment and Selection
- Redundancy
- Salary
- Standards of behavior
- Whistleblower
- Promotion

#### **What to do if you think an update is needed to the policy?**

- DSC is open to comments and suggestions for change to this policy, from all involved within the organisation. These should be made in writing and directed to the Office and Personnel Manager.

## The Technical Bits

### Definitions

This policy refers to Equality, Equity, Diversity and Inclusion, EEDI for short, a definition of these words can be found below and help to understand what DSC means by these terms.

**Equality** – Equality in the workplace means equal job opportunities and fairness for employees and job applicants. This means equal opportunities to join project groups, access to training, development, involvement in consultations, opportunities to act in absence and so on.

**Equity** - Equity is providing various levels of support and assistance depending on specific needs or abilities in order to achieve real equality.

**Diversity** – Diversity is the range of people in our organisation. For example, this might mean people of different ages, religions, ethnicities, people with disabilities, and people with different or no gender identity. It also means valuing those differences such as your background, education, where you are from, what languages you speak, your accent and your personal experiences.

**Inclusion** – An inclusive workplace means everyone feels valued at work. It lets all employees feel safe to do things like come up with different ideas, raise issues and are encouraged to do things in different ways. DSC will take into account your personal circumstances, beliefs and values along with any conditions that need to be accounted for to make you feel included and welcome.

### What do we mean by 'protected characteristics'?

When we talk about protected characteristics in this policy we mean race, gender, marital or civil partnership status, maternity and pregnancy, age, disability, sexual orientation, gender reassignment, religion or belief. Protected Characteristics are outlined in the Equality Act (2010). Although not within the Equality Act, DSC also considers socioeconomic status and those health conditions that are not currently captured by the Equality Act, to hold the same protections within this policy.

### What do we mean by legal requirements?

DSC is committed to going beyond the legal minimum regarding equality and strives to be an example of best practice.

Current equality legislation and associated codes of practice have been taken into account within this policy, including:

- The Equality Act (2010)
- Employment Rights Act (1996)
- Part time working regulations (2000)
- Rehabilitation of Offenders Act
- Equal Pay Act (1970)
- Employment Equal Treatment Framework Directive (2000)

### **What type of bias are we talking about?**

The Directory of Social Change wants to ensure that it is overcoming the normative nature of its worldview by avoiding being an organisation that is unconsciously and unintentionally ethnocentric which is where you evaluate other cultures according to the standards and customs of your own culture, androcentric which means you are focused on men and centred around their needs above others, heteronormative which means your worldview promotes being heterosexual/straight as the preferred sexuality and ableist which is the discrimination of people with disabilities based on the belief that those without disabilities are somehow superior.

This means that we don't want to do anything that may negatively impact those of different ethnicities, those with disabilities, those of a certain gender or sexuality, those from a different socioeconomic or educational background, those for who is English is their second language and so on. We will ensure that we actively seek to employ people 'not like us', that working groups and project teams are a mix of teams and people and that we are as diverse and representative of the people we serve as we can possibly be.