



## Equality & Diversity Policy

The Equality Act 2010 is the law which bans unfair treatment and helps achieve equal opportunities in the workplace and in wider society. The act replaced previous anti-discrimination laws with a single act to make the law simpler and to remove inconsistencies. Youth Works Northamptonshire Equality and Diversity Policy has been reviewed and amended below to reflect these changes.

### **1. Our commitment to equality and diversity**

We, Youth Works Northamptonshire, are committed to eliminating unlawful discrimination and to promoting equality and diversity within our policies, practices and procedures.

We are also committed to promoting equality and diversity within all practices. This applies to our professional dealings with clients, staff, Trustees and all other third parties.

We shall treat everyone equally and with the same attention, courtesy and respect regardless of:

- (a) age;
- (b) disability;
- (c) gender reassignment;
- (d) race;
- (e) religion or belief;
- (f) sex;
- (g) sexual orientation;
- (h) marriage or civil partnership status; or
- (i) pregnancy and maternity

We will take all reasonable steps to ensure that we and our staff do not unlawfully discriminate under the terms of the Contracts and any legislation in force from time to time relating to discrimination in employment and the provision of goods, facilities or services.

## **2. Meeting Clients Needs**

Youth Works Northamptonshire will treat all clients equally and fairly and not unlawfully discriminate against them. Youth Works Northamptonshire will also, wherever possible, take steps to promote equal opportunity in relation to access to our service provision, taking account of the diversity of the communities that we serve.

Youth Works Northamptonshire is committed to meeting the diverse needs of clients. We will take steps to identify the needs of clients in our community and take the appropriate steps to ensure our services are accessible to all, giving particular consideration to; young men and women; children; carers; ethnic groups or nationalities; member of religious groups; and lesbian, gay or transgender people.

Youth Works Northamptonshire will promote and raise awareness of the accessibility of our services to a diverse range of clients through marketing publications and our web site.

## **3. Dealings with third parties**

Youth Works Northamptonshire will not unlawfully discriminate in dealings with third parties. This includes the procurement of goods / services.

## **4. Employment**

As an employer, Youth Works Northamptonshire will treat all employees and job applicants equally and fairly and not unlawfully discriminate against them. This applies equally to voluntary positions and anyone undertaking work experience with us. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion, transfers, grievance and disciplinary processes, selection for redundancies, references, bonus schemes, work allocation and any other employment related activities.

### **(a) Recruitment and selection**

Youth Works Northamptonshire recognises the benefits of having a diverse workforce and will take steps to ensure that:

(i) we endeavour to recruit from the widest pool of qualified candidates practicable;

(ii) employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit;

(iii) where appropriate, positive action measures are taken to attract applications from all sections of society and especially from those groups which are underrepresented in the workforce;

(iv) selection criteria and processes do not unlawfully discriminate on the grounds of sex (including marital status, gender reassignment, pregnancy, maternity and paternity), sexual orientation (including civil partnership status), religion or belief, age or disability; other than in those instances where Youth Works Northamptonshire is exercising permitted positive action or a permitted exemption;

(v) wherever appropriate and necessary, lawful exemptions (genuine occupational requirements) will be used to recruit suitable staff to meet the special needs of particular groups.

#### **(b) Conditions of service**

Youth Works Northamptonshire will treat all employees equally and create a working environment which is free from unlawful discrimination and which respects the diverse backgrounds and beliefs of employees. Terms and conditions of service for employees will comply with anti-discrimination legislation. The provision of benefits such as flexible working hours, maternity and other leave arrangements, performance appraisal systems, bonus schemes and any other conditions of employment will not unlawfully discriminate against any employee on the grounds of their age; gender and gender reassignment; marital status; race; religion or belief; sexual orientation or on the grounds of disability. Where appropriate and necessary, Youth Works Northamptonshire will endeavour to provide appropriate facilities and conditions of service which take into account the specific needs of employees which arise from their ethnic or cultural background; gender and gender reassignment; responsibilities as carers; disability; religion or belief or sexual orientation.

#### **(c) Promotion and career development**

Promotion within Youth Works Northamptonshire (including to Trustees) will be made without reference to any of the forbidden grounds and will be based solely on merit. The selection criteria and processes for recruitment and promotion will be kept under review to ensure that there is no unjustifiably discriminatory impact on any particular group.

While positive action measures may be taken in accordance with relevant anti-discrimination legislation to encourage applications from under-represented groups, appointments to all jobs will be based solely on merit. All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities. However, Youth Works Northamptonshire will take appropriate positive action measures (as permitted by the anti-discrimination legislation) to provide special training and support for groups which are under-represented in the workforce and encourage them to take up training and career development opportunities.

#### **(e) Training Plan**

Youth Works Northamptonshire will ensure all staff receives appropriate equality and diversity training within 6 months of their date of appointment. All staff will be updated on any changes in legislation and will receive “refresher” training on a bi-annual basis as a minimum.

#### **(f) Working with other organisations**

All those who act on Youth Works Northamptonshire’s behalf will be informed of this equality and diversity policy and will be expected to pay due regard to it when conducting business on Youth Works Northamptonshire’s behalf. In all its dealings, including those with any consortium members, Youth Works Northamptonshire will seek to promote the principles of equality and diversity.

## **5. Implementing the policy**

### **(a) Responsibility**

Ultimate responsibility for implementing the policy rests with the board of Trustees of Youth Works Northamptonshire. All employees and Trustees are expected to pay due regard to the provisions of this policy and are responsible for ensuring compliance with it when undertaking their jobs or representing Youth Works Northamptonshire.

Acts of unlawful discrimination on any of the forbidden grounds by employees or Trustees of Youth Works Northamptonshire will result in disciplinary action. Failure to comply with this policy will be treated in a similar fashion. The policy applies to all who are employed in the organisation and to all Trustees.

Acts of unlawful discrimination on any of the forbidden grounds by those acting on behalf of Youth Works Northamptonshire will lead to appropriate action being taken by the organisation.

### **(b) Complaints of discrimination**

Youth Works Northamptonshire will treat seriously all complaints of unlawful discrimination on any of the forbidden grounds made by employees, Trustees, clients or other third parties and will take action where appropriate.

All complaints will be investigated in accordance with the organisation's grievance or complaints procedure and the complainant will be informed of the outcome. The number and outcome of all complaints received will be monitored.

### **(c) Monitoring**

(1) Youth Works Northamptonshire will monitor and record equal opportunities information about staff, and Trustees on the basis of age, gender, ethnicity, and disability.

(2) Where it is possible to do so, and where doing so will not cause offence or discomfort to those whom it is intended to protect, we will monitor the sexual orientation and religion or belief of staff and Trustees so as to ensure that they are not being discriminated against in terms of the opportunities or benefits available to them. We are aware that individuals may choose not to disclose their sexual orientation or religion or belief and that care will be taken to avoid inadvertent discrimination in such cases.

We will store equal opportunities data as confidential personal data and restrict access to this information. Equal opportunities information will be used exclusively for the purposes of equal opportunities monitoring and have no bearing on opportunities or benefits.

Youth Works Northamptonshire will monitor all elements of:

- (i) recruitment and selection process (applicants and existing staff and Trustees);
- (ii) promotion and transfer;
- (iii) training (all training opportunities not restricted to equality and diversity training);
- (iv) terms and conditions of employment;
- (v) take up of benefits (work life balance policies eg flexible working requests)
- (vi) grievance and disciplinary procedures;
- (vii) resignations, redundancies, and dismissals.

### **(d) Review**

Youth Works Northamptonshire's Board of Trustees will review the operation of this policy annually in May (or more regularly if we identify any non-compliance or problem

concerning equality and diversity issues with clients or personnel). We will take remedial action if we discover non-compliance under this policy or barriers to equal opportunities. When reviewing the policy, we will consider the outcome of monitoring and review actions under our communications and training plans.