



**POLICY:
EQUALITY, DIVERSITY & INCLUSION**

YANA strives for high standards both as an employer and as a provider of services. In so doing, we wholeheartedly support a policy of equality, diversity and inclusion in all areas of our work and responsibilities.

YANA is an equal opportunities employer and promotes equality of opportunity through all its activities. It aims to ensure that no job applicant, employee, volunteer, trustee, or service user receives less favourable treatment on the grounds of any of the nine protected characteristics as defined by the Equality Act 2010 (see 2. Definitions below), nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The principles of Equality, Diversity and Inclusion will apply to recruitment, promotion, transfer, training, benefits, facilities, procedures and all terms and conditions of employment and service delivery.

YANA is committed to reviewing this policy on an annual basis and will ensure that its personnel have read and understood this policy, and all the terms and definitions included within it.

1. Purpose

This policy has been produced to provide guidance, which will enable the Trustees, Committees, staff, volunteers, and service users of YANA to comply with anti-discrimination legislation. The policy will also address anti-discrimination issues involving any other people who currently fall outside any legislation. Failure to follow the procedures in the policy may lead to disciplinary or other appropriate action.

2. Definitions

The Equality Act (2010) describes nine “protected characteristics”.

Discrimination - a situation where a person is treated less favourably on the grounds of:

- race, colour, nationality, ethnic or national origin;
- gender;
- marital and civil partnership status;
- sexual orientation;
- age;
- physical, sensory or learning disability;
- gender reassignment;
- religion and belief (including lack of belief), or;
- pregnancy and maternity.

In addition to the nine “protected characteristics”, YANA would not discriminate against people because of their:

- mental health
- HIV status
- unrelated criminal convictions
- caring responsibilities
- employment status
- union activities
- class

Associated Discrimination is direct discrimination against a person because they associate with another person who possesses a protected characteristic.

Discrimination by Perception is direct discrimination against a person because it is perceived that they possess a particular protected characteristic.

Indirect Discrimination is the imposition of a requirement or condition, which has disproportionate and / or adverse effect e.g. only recruiting people with English qualifications.

Victimisation means subjecting a person to detrimental treatment because they are, or are believed to be, bringing proceedings under the Equality Act; giving evidence or information in connection with proceedings under the Equality Act; doing any other thing for the purposes or in connection with the Equality Act or making an allegation that a person has contravened the Equality Act.

A person must be able to act against unlawful discrimination without fear of reprisals or being subjected to a detrimental effect.

Harassment means unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.

Harassment by a third party means unwanted, repeated conduct by a third party based on a protected characteristic, which has the purpose or effect of violating the dignity of a person or creating an intimidating, hostile, degrading, humiliating, or offensive environment for a person and where the employer does nothing to prevent it from reoccurring. A third party is defined in law as not being the employer or employees of the employer, but people such as customers or clients.

3. Aims

- To ensure equal access to jobs, volunteering, and services.
- To ensure compliance with legislation on discrimination and equality (including the Equality 2010 Act and any other legislation which becomes law).
- To create environments free from harassment and discrimination.
- To maximise the use of resources in the best interests of staff, volunteers, and service users.

4. Objectives

- Trustees, staff, volunteers, and service users will be encouraged, by example and guidance, to challenge discrimination where and whenever it arises, whether it be between colleagues, or in any other area relating to YANA's work.
- Trustees, committees, staff and volunteers of YANA will be made aware of this policy. A necessary qualification for any position in YANA will be a willingness to accept and implement this policy.
- Positive action will be taken to ensure (so far as is reasonably practicable) that all YANA's premises and services are accessible to all people.
- The Trustees will monitor and review annually equality of opportunity relating to YANA's services.
- Recruitment and selection procedures will be monitored and reviewed annually by the Trustee Board.

- In order to address discrimination and disadvantage within the workplace, YANA will ensure that employment and advancement within YANA is determined by objective criteria and personal merit. Recruitment and employment practices will reflect a commitment to Equality, Diversity and Inclusion.

5. Implementation

- Responsibility for implementing and developing the policy rests with the Trustees. On a day-to-day basis this responsibility is delegated to YANA's Charity Manager.
- Briefing on this policy will form part of the Induction Procedure for Trustees, staff, volunteers and committee members.
- YANA will strive to ensure that trustees, staff and volunteers reflect the wider communities.
- YANA will ensure that its recruitment procedures reflect YANA's commitment to equality, diversity and inclusion.
- YANA will not discriminate in the provision of training courses or other opportunities for staff members and volunteers wherever possible.
- Any staff member or volunteer who feels they have been unfairly treated in a way contrary to the intention of this policy should raise the issue through YANA's established Complaints Procedure as set out in each employee's Contract of Employment or volunteer's agreement.
- Any service user who feels they have been unfairly treated in a way contrary to the intention of this policy should make a complaint through YANA's Charity Manager, who must report any such complaint to the Trustee Board.
- Any member of staff found to be in breach of this policy will be subject to disciplinary action in line with the Standard Terms of Employment.
- Any volunteer found to be in breach of this policy will be counselled on their actions and may, where necessary, be removed from the register of accredited volunteers.
- Any member of the Trustee Board, any committee or working party of YANA found to be in breach of this policy will be counselled and may, where necessary, be asked to leave YANA.
- Any service user found in breach of this policy will be counselled on their actions and may, should any breach continue, be refused service from YANA.
- Any job applicant who believes that they have been treated unfairly and contrary to the intention of this policy should raise the issue with the Charity Manager or Chair of the Trustee Board.

6. Monitoring and Review

The Equality, Diversity & Inclusion Policy will be monitored and reviewed as follows:

- Any complaints or issues will be raised at board meetings and minuted.
- A review of the policy will be undertaken annually and will consider minutes from above. The Charity Manager and Trustee Board will undertake the review.
- The review recommendations will be presented to the next Trustees meeting for their comments and ratification.
- All aspects of personnel policies and procedures shall be kept under review to ensure continued compliance with this policy.
- If it is found that the policy is excluding or discouraging the participation or development of Trustees, staff, volunteers or service users, the Trustee Board, through the Charity Manager, will take positive action to re-adjust the policy.

Related Documents:

- Anti-Harassment & Bullying Policy
- Disciplinary Policy
- Recruitment Policy and Procedure
- Code of Conduct
- Complaints Policy
- Whistleblowing Policy

Revision history

This policy and related guidance will be monitored by the Chair of Trustees/Charity Manager on a regular basis for compliance and will be reviewed at least annually.

Date policy approved or amended	Amendments	Signed
03/11/2020	Approved as V1	
Dec 2021	Updated section 6 of the policy	E Haley
October 2023	Full review and suggested amendments by external consultants, Kiltti Ltd.	E. Haley

Henry Kilvert

CHAIR OF TRUSTEES

YANA

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