



Here for young people
Here for communities
Here for you

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Registered Charity No. 250972

Equality, Diversity, Inclusion Policy

Introduction

A commitment to Equality, Diversity and Inclusion is one of the key values of YMCA Clevedon.

We believe no-one should be treated less favourably because of their protected characteristics as defined by the Equality Act (2010): sex, racial/ethnic origin, religion or belief, disability, sexual orientation, gender re-assignment, age, marital status, pregnancy/maternity status.

We expect everyone who works for us or with us to share these principles and to support us in trying to achieve this goal and upholding safeguarding principles.

Definitions

Equality is about creating a fairer society, where everyone can take part and has the opportunity to fulfil their potential.

Diversity means difference. It is recognizing individual and group differences, treating people as individuals and placing positive value on those differences in both the community and the workforce. Individual and group diversity must be considered so as to ensure everybody's needs and requirements are understood and responded to.

Protected characteristics: it is illegal to treat anyone less favourably based on the nine following protected characteristics:

- Sex;
- Sexual orientation;
- Religion and belief;
- Race;
- Gender re-assignment;
- Age;
- Disability;
- Marriage and civil partnership;
- Pregnancy and maternity.

Direct discrimination is where a person is treated less favourably in comparison to another in the same or similar circumstances because of one of the nine protected characteristics.

Indirect discrimination is where a condition is applied which, though applied equally, has a disproportionate effect on certain groups (e.g. a particular ethnic group), cannot be justified and leads to a person or group of people suffering a loss or an advantage providing it is not a proportional means of achieving a legitimate aims (for instance, for equal opportunity purposes).

Discrimination by association: is where a person is discriminated against because of their association with someone with one of the protected characteristics.

Discrimination by perception is direct discrimination against someone because others think they possess a particular protected characteristic.

Harassment: ACAS defines it as an unwanted conduct that needs to be related to a protected characteristic or to be of a sexual nature.

Victimisation: when an person suffers what the law terms a detriment: something that causes a disadvantage, damage, harm, loss because of making, supporting or giving evidence in a complaint of discrimination.

Aims of the policy, scope and accountability

We recognise many of those we provide services to have suffered and still suffer disadvantage as a result of prejudice. By acting in accordance with an Equality and Diversity Policy, we aim to identify potential areas of concern and address them in a systematic way so as to promote equality, value diversity and comply with the law.

The Equality and Diversity Policy applies to all YMCA Clevedon and all aspects of our work as a provider of youth and community work, as an employer and a purchaser of goods and services;

We try to ensure our policies, procedures and working practices take account of Equality and Diversity issues and enable us to deliver services which meet the needs of all our service users, prospective customers and other stakeholders.

We expect organisations that work with us (such as contractors and consultants) to have their own Equality and Diversity policies or – if they do not – to comply with ours.

The Board is responsible for ensuring this policy underpins all aspects of YMCA Clevedon's work whilst the Centre Manager is responsible for both developing an organisational culture in which the policy can operate effectively and for ensuring it is implemented.

All YMCA employees have a responsibility to ensure this policy is put into practice. We expect a personal commitment from all employees to make it working and to setting an exemplary standard for others to follow. Additional responsibilities apply to those who manage staff and/or are involved in recruitment, promotion, training and development. All members of staff have a responsibility to:

- ensure they understand the values and benefits of Equality and Diversity
- familiarise themselves with this policy, follow it, and ensure any staff for whom they are responsible do so as well
- challenge discrimination where they see it and draw to the attention of their manager any instances of apparent discrimination or any perceived problem in relation to employment or the provision of services
- act and behave in a way that supports the principles of Equality and Diversity treat all customers, prospective customers, stakeholders, colleagues and members of the public with respect and courtesy regardless of their sex, racial/ethnic origin, religion, disability, sexual orientation, gender re-assignment, age, marital status, pregnancy/maternity etc.
- take Equality and Diversity issues into account in decision-making

Breaches of the Equality and Diversity Policy are taken seriously and can result in disciplinary action up to and including dismissal.

Training

All staff members can receive training in Equality and Diversity during their induction. This may be supported by further coaching depending on their role.

All members of staff involved in recruitment and selection will receive training or coaching before they are part of any recruitment process.

Board members can receive training to ensure they understand their responsibilities in relation to Equality and Diversity and take account of such issues in relation to governance, service delivery and employment.

Legal requirements

As a minimum, we aim to comply with relevant legislation, amendments and regulations. In particular, we aim to comply with the Equality Act 2010 and relevant employment related legislation. We also consult with ACAS good practices.

Approach to issues of Equality and Diversity

In providing its services, support, and as an employer, YMCA Clevedon seeks to ensure equality of opportunity and fair treatment of everyone and to value diversity. This means that:

- No person or company seeking support, youth work, employment or contracts with YMCA Clevedon is treated less favourably because of their sex, racial/ethnic origin, religion or belief, disability, sexual orientation, gender reassignment, age, marital status, pregnancy/maternity.
- YMCA Clevedon seeks to identify the needs of disadvantaged people in the locality and help them by ensuring close relationships with representatives of disadvantaged groups. YMCA Clevedon tries to assist disadvantaged people in the provision of services.

- YMCA Clevedon collates and monitors data relating to those seeking support. These personal details form no part of the decision making process. The Management Team can monitor practices and procedures on a regular basis to ensure no discrimination, intentional or otherwise, takes place.
- YMCA Clevedon seeks to reflect our commitment to Equality and Diversity in the make-up and working practices of our Board of Management.
- Any YMCA Clevedon employee, customer, prospective resident, job applicant or stakeholder, who feels they have experienced discrimination from YMCA Clevedon employees, or through our working practices, can raise the matter through the complaints procedure.

YMCA Clevedon recognises that its service is improved by having a diverse workforce which generally reflects populations and has the skills/understanding to achieve objectives.

YMCA Clevedon strives to be an organisation that:

- Develops services to achieve Equality and Diversity in all its activities and understands how valuing Diversity can improve our ability to improve services
- Actively consults and listens to service users and others to ensure delivery of goals and development of services that are responsive and reflect a range of need
- Provides all employees with training and development and creates a supportive, open environment where they have the opportunity to reach their full potential

Equality and Diversity strategies

YMCA Clevedon's overall strategy is to ensure that the needs of the organisation, its services and its customers are met. The Equality and Diversity Policy is applied fully, fairly and consistently across the organisation as an integral part of staffing, business planning, processes and services. We achieve this in a number of ways:-

Equality Impact Assessments

To ensure Equality and Diversity issues are taken into account when a service, policy, procedure or practice is reviewed or introduced, we can carry out an Equality Impact Assessment (EIA) Policy and Procedure if required.

An EIA is used to identify the potential impact of policies, procedures and services on residents, staff and others and help us deliver excellent services.

By carrying out EIAs, the association can also ensure its services fulfil legislative requirements. EIAs offer an opportunity to think carefully about the impact of our work and take action to address areas of concern. EIAs make sure Equality and Diversity is placed at the centre of service development, policy development and service delivery.

Employment

YMCA Clevedon aspires to a diverse workforce with the skills and knowledge to achieve its goals. We are committed to ensuring all employees are treated fairly. We aim to ensure all employees treat each other with dignity and respect and to create an environment where harassment and bullying is unacceptable and people are secure enough to raise complaints without fearing prejudice. We will deal with harassment and bullying through robust policies and procedures. To achieve our aims we will:

- Provide full and fair consideration to all job applications and provide managers with training before they take part in recruitment/selection
- Maintain records in relation to recruitment, training and employment and use this information to identify potential areas of inequality
- Provide sufficient training/support to meet employees' needs
- Help all employees reach their full potential by ensuring they receive fair consideration of their training and career development needs
- Modify recruitment and employment practices, where possible, to reduce barriers experienced by members of disadvantaged groups
- Ensure we have robust harassment, stress/wellbeing and whistle blowing processes which can operate within a safe and open environment

Racial/Ethnic Origin

YMCA Clevedon undertakes, as an employer and provider of charitable services, to tackle unlawful racial discrimination, promote equality of opportunity and promote good relations between people from different racial groups. To achieve our aims we will:

- Provide services relevant to peoples' needs and respect cultural/social identities
- Make sure services are available to members of disadvantaged groups
- Strive to have a representative workforce that can, as far as is practical, address the needs of all communities
- Strive to create an environment free from racial harassment and racist behaviour

Religion and belief

YMCA Clevedon undertakes to tackle unlawful discrimination and harassment on the grounds of religion/belief and to promote good relations between people of different religions and beliefs. To achieve this aim we will:

- Strive to create an environment which recognises and respects religion/belief and is free from unlawful discrimination or harassment
- Develop services and practices in ways which recognise and respect religion and belief
- Improve the understanding of religion and belief among our staff so that they can sensitively address the needs of individuals and of different faith communities

Disability

YMCA Clevedon is committed to eliminating both unlawful disability discrimination and the disadvantage experienced by people with a disability, wherever reasonably possible.

YMCA Clevedon recognises people with a disability are disadvantaged, both by the environment and by social attitudes. To achieve this aim we will:

- Strive to provide services which are relevant to the needs of people with disability
- Make sure, as far as reasonably possible, that all services are accessible to people with a disability
- Where possible modify procedures or equipment to make full use of a person's ability and adapt facilities as necessary to accommodate people with a disability
- Train staff to give the awareness and confidence to support people with a disability where needed.
- Continue employing, whenever practicable, employees who become disabled during their employment, and assist in their redeployment

Sex

YMCA Clevedon is committed to achieving sex equality. To achieve our aims we will:

- Strive to create an environment free from harassment, bullying, sexist language and behaviour
- Ensure staff of all sexes are offered equal access to training and development opportunities within the workplace
- Create a flexible working environment where work and home balance requirements are recognised and supported in all areas and levels

Sexual Orientation

YMCA Clevedon aims to create an environment where people of all sexual orientations are free from unfair treatment and feel safe to be open about their sexual orientation if they choose to do so. YMCA Clevedon works to ensure employment policies and service delivery is not based on an assumption that everyone is heterosexual. To achieve our aims we will:

- Work towards equal application of services irrespective of any person's sexual orientation
- Ensure information is available on support for people of all sexual orientations and that support organisations are aware of the service provided by YMCA Clevedon

Gender re-assignment

YMCA Clevedon believes that transgender people are entitled to be treated with respect and permitted to perform their jobs or live their lives free from harassment, bullying and unfair discrimination.

Individuals who are considering, are undergoing or have undergone gender reassignment will receive the same respect and fairness as any other person. To achieve this aim we will:

- Ensure that transsexual people and individuals considering or undergoing the gender reassignment process are treated equally in terms of recruitment, employment and service delivery
- Ensure that support and appropriate time is given to people undergoing medical and surgical procedures related to gender reassignment.

Age

YMCA Clevedon is opposed to unjustified age discrimination which we recognise can affect all age groups. We believe age is no indicator of effectiveness in most activities and services. We should be sensitive to the needs of all age groups and employment decisions should not be based on age.

YMCA Clevedon will seek to ensure employment policies and services are fair to all age groups and will work to create an environment where people are judged on their talents, skills and experiences rather than on prejudices about age. To achieve our aims we will:

- Ensure there are no age-related criteria in our employment practices
- Ensure, where possible, that services are accessible to all age groups
- Provide recruitment, promotion and training based on need, regardless of age.
- Work to ensure older workers are enabled to leave YMCA Clevedon with dignity and flexibility.

Pregnancy/ Maternity

YMCA Clevedon aims to create an environment where pregnant women or ones expecting a baby are free from unfair treatment. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context.

Marriage and civil partnership

In UK law, marriage is no longer restricted to a union between a man and a woman but now is considered to include a union between a same-sex couple.

Couples can also have their relationships legally recognized as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act). YMCA Clevedon will work towards equal application of services irrespective of any person's marital status.

Implementation

Every staff member will be inducted on this policy and managers will bring it to staff members' attention in team meetings and supervision meetings, asking staff to read the new document, seek clarification if they require it and refer to and follow it in future.

Electronic copies of the updated policies are available in every office for reference purposes and staff members are regularly reminded to consult them.

Managers will seek to identify any training needs that may arise as a result of the introduction of this policy and bring these to the attention of the Senior Management Team so that they can be incorporated into the YMCA Clevedon training programme.

Compliance monitoring

Statistical information relating to the sex, racial/ethnic origin, religion, disability, sexual orientation their sex, gender re-assignment, age, marital status, pregnancy/maternity etc. and age will be gathered in relation to:

- a. Employment and Board member applications received
- b. Shortlisted/non-shortlisted employment and Board member applicants
- c. Employment and Board member applicants successful/unsuccessful at interview
- d. Complaints
- d. Employment grievances, disciplinary and resignations
- e. Positive/negative move-on Reports on all of the above will be considered by the Senior Management Team. Significant variances will be reported to the Board together with details of any remedial action proposed.

Related documentation: Safeguarding Policy

Lead responsibility: Board of Management

Adopted by **YMCA Clevedon** 9th January 2022

Reviewed 13th May 2024