

THRIVING SURVIVORS EQUALITY, DIVERSITY & INCLUSION (EDI) POLICY

DEFINITIONS

The terms equality, diversity and inclusion are at the heart of this policy.

‘Equality’ means ensuring everyone has the same opportunities to fulfil their potential free from discrimination.

‘Inclusion’ means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution.

‘Diversity’ means the celebration of individual differences amongst us.

We will actively support diversity and inclusion and ensure that everyone who engages with the organisation is valued and treated with dignity and respect.

1. INTRODUCTION

Thriving Survivors is committed to eliminating discrimination and promoting equality of opportunity, both as a provider of services and an employer. It encourages diversity in those receiving a service, in its workplace and seeks to develop an inclusive environment. Our aim is that people receiving a service and our workforce will be truly representative of all sections of society and that all feel valued, and respected.

To that end, the purpose of this policy is to provide equality and fairness for all in our policies and services and not to discriminate on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (hereafter referred to as the 'protected characteristics') or other circumstances set out in Section 1. We oppose all forms of unlawful and unfair discrimination.

2. THE ORGANISATION'S RESPONSIBILITY

All individuals receiving a service, employees, (part-time, full-time or temporary) and volunteers, will be treated fairly, with dignity and with respect. This in turn is the expected workplace behaviours of all members of staff employed and volunteers within the Organisation towards others.

2.1 The Organisation will not discriminate on grounds of any protected characteristic and other circumstances, in decisions concerning staff recruitment and selection, career development, promotion, staff development opportunities, pay and remuneration, or reward and recognition.

2.2 Selection for employment, promotion, training and any other benefit will be on the basis of aptitude and ability. All employees and volunteers will be helped and encouraged to

develop their full potential and the skills and resources of the workforce will be fully utilised to maximise the efficiency and effectiveness of the organisation.

2.3 Thriving Survivors will not discriminate against any person on grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex or sexual orientation, or other circumstances set out in Section 1, in the provision of facilities or services, or in the exercise of public functions.

2.4 Staff are made aware of this EDI Policy through the Organisation's induction process and through the line management structure, as appropriate.

2.5 People receiving a service, staff, volunteers, and visitors are treated fairly, irrespective of their protected characteristics and other circumstances. Thriving Survivors will take prompt action over alleged discrimination, victimisation or harassment.

2.6 Reasonable adjustments are made, as appropriate, to enable disabled staff, volunteers & student placements to overcome substantial disadvantage in the working, learning & training environment within Thriving Survivors.

2.7 Existing procedures for staff and user group complaints, grievances and discipline/conduct matters are applied in a just, fair, open and timely manner.

3. INDIVIDUAL RESPONSIBILITIES

All staff, volunteers, student placements, visitors and user groups have a responsibility under the EDI Policy. All individuals are:

3.1 Responsible for making themselves aware of the Organisation's EDI Policy.

3.2 Expected to participate in training and/or information sessions which supports the implementation of the EDI Policy, as appropriate.

3.3 Responsible for their behaviour and expected to treat others with dignity and respect. This includes cases where alleged or proven discrimination, harassment, bullying or victimisation has occurred.

3.4 To support the Organisation's determination to promote good relations and eliminate discrimination and harassment.

3.5 Staff responsible for dealing with appeals, complaints, grievances, staff discipline and conduct matters should demonstrate sensitivity to EDI issues.

3.6 Board members are expected to follow the policy and to ensure proper scrutiny of the delivery of this policy.

4. INDIVIDUAL EMPLOYEES AND VOLUNTEERS

Responsibility for ensuring that there are no unlawful discrimination rests with management however the attitudes and behaviours of all employees are crucial to the successful implementation and operation of fair employment practices. All employees will ensure that:

4.1 They fully understand the policy and are clear about its implications i.e. breaches may lead to disciplinary action being taken.

4.2 They do not discriminate in any matter of employment or service delivery by treating all individuals or groups fairly and respectfully.

4.3 They do not induce or attempt to induce other employees and volunteers to discriminate against other employees or service users.

4.4 They take appropriate action if there are apparent breaches of the policy and inform their line manager and/or the CEO promptly.

5. UNACCEPTABLE ACTIONS AND BEHAVIOUR

The EDI Policy aims to ensure equality of opportunity and fair treatment for everyone. It is based on the principle that people have the right to their own beliefs, but not to engage in activities or acts which interfere with the rights or beliefs of others.

5.1 Any attempt to coerce or threaten others to comply with a particular belief system, for example through unauthorised distribution of literature, or through threats or offensive remarks, may result in disciplinary action.

5.2 Thriving Survivors does not tolerate offensive literature (whether disseminated in hard copy or electronically)

5.3 Examples of unacceptable behaviours are contained within the Organisation's Code of Conduct, Grievance and Staff Disciplinary policies and procedures.

6. CONCERNS AND COMPLAINTS

Where staff perceive that they have been unfairly treated in respect of a protected characteristic or other circumstances the following protocol applies:

6.1 Staff should speak to their Line Manager in the first instance to express their concerns. If the concern is about their immediate line manager, they should speak to the CEO; if it concerns the CEO, to the Chair of the Board.

6.2 Whilst it is the intention that staff issues be addressed locally, if the matter is not resolved, the member of staff may consider the use of the Grievance procedure (which can include mediation if appropriate)

6.3 People receiving a service and members of the public should use the Complaints form found on <http://www.thrivingsurvivors.co.uk/>

7. OUR COMMITMENT

Thriving Survivors is committed:

7.1 To create an environment in which individual differences and the contribution of all those receiving a service, employees and volunteers are recognised and valued.

7.2 To provide every employee with a working environment that promotes dignity and respect. No form of discrimination, intimidation, bullying or harassment will be tolerated.

7.3 To ensure all reasonable training, development and progression opportunities are available to all employees and volunteers fairly and equally.

7.4 To ensure it is recognised and accepted that equality and valuing individual difference or diversity in the workplace is good management practice and makes sound business sense.

7.5 To regularly review all of our employment practices and procedures to ensure fairness across the organisation and in light of any legislative changes.

7.6 Members of staff at all levels are aware of the inclusive values of the organisation and are actively consulted and involved in policy development & promotion.

7.7 People receiving a service and the workforce are representative of the local community or customers (or if not, under-represented groups are encouraged to apply)

7.8 The organisation is aware of any potential tensions amongst individuals receiving a service and within the workplace and takes action to anticipate and address them.

7.9 Inclusive strategies are fully supported and promoted by senior staff and the Board of Directors.

7.10 That all staff are aware of the importance of equality, diversity and inclusion, and aware of the anti-discrimination policies in place and the procedures on acceptable behaviour.

8. RESPONSIBILITIES

Thriving Survivors recognises that every Board member, employee and volunteer has a part to play in challenging discrimination and in implementing this policy, responsibilities are outlined below.

Management — Managers and those who supervise others will ensure that:

8.1 Commitment to the policy is demonstrated and incorporated to departmental plans/objectives.

8.2 Compliance with the policy & monitor and report on it at review or team meetings.

8.3 The policy is communicated to all employees and allows for discussion and feedback.

8.4 All Board members, employees and volunteers understand their responsibilities i.e. any form of discrimination will not be tolerated and that disciplinary action may be taken for non-compliance with the policy.

8.5 Effective and prompt action is taken in regard to any complaint of discrimination including harassment, victimisation and bullying.

8.6 Investigate thoroughly any EDI complaint and take steps to eliminate discriminatory practices from the workplace.

8.7 Senior staff undergo EDI training and keep up to date with service provision and workforce developments.

9. MONITORING AND REVIEW

Routine collection and analysis of EDI information on employees will take place to monitor the profile of individuals receiving a service and workforce and to ensure our policies and practices are effective in eliminating discrimination and harassment and promoting EDI. This will support Thriving Survivors to ensure compliance with legislative requirements and to monitor the demographic profile of individuals using the service and staff.

9.1 Raise awareness with Board members, employees and volunteers so they understand the importance of EDI monitoring and the key role it can play in helping to develop an inclusive workplace.

9.2 Ensure everyone knows what information will be collected, why this will be done, and how the data will be used.

9.3 Information of number and types of breaches of the policy and action taken will be recorded.

9.4 Information collected for monitoring purposes will be treated as confidential, will not be used for any other purpose and will be destroyed following the analysis in accordance with General Data Protection Regulations (GDPR)

10. REVIEW

This policy will be reviewed on an annual basis in line with and taking into consideration any legislative changes, as well as developments in best practice on EDI.

V1.	Reviewed By: Policy Committee and Board of Trustees	Policy implemented: September 2024	Policy review date: September 2025
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