



Equality, diversity and inclusion policy

We believe that the principles of equality, diversity and inclusion are central to our work. As a charity that works to ensure that all young people can reach their potential, we strive to ensure that anyone who engages with us finds it easy to do so, and feels they are supported and treated fairly, with dignity and respect. We aim for our workforce to be representative of all sections of society and our beneficiaries, and for each employee to feel respected and able to give their best.

This policy's purpose is to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Power2 commits to:

- Encourage equality, diversity and inclusion in the workplace.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the charity provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, beneficiaries, suppliers and the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, beneficiaries, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the employees and volunteers regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, disability and lived experience in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them every three years (or early if necessary), and considering and taking action to address any issues.

Reasonable adjustments for people with disabilities

Power2 recognises that bringing about equality for people with disabilities is an ongoing duty and that the charity has a duty to make reasonable adjustments to ensure people with disabilities do not suffer disadvantage either in their employment or through the delivery of services.

The reasonable adjustments may change over time and cover how the charity delivers aspects of its programme, promotes its work or secures the services of others.

Given the diversity of disabilities covered and the wide range of adaptations that may be helpful to disabled individuals, it may not always be possible to anticipate all of these, so Power2 will take steps to:

- Identify where changes can reasonably be made for a range of disabilities.
- Periodically review the way it provides its services to young people to make any further reasonable adjustments to its programme, practices or materials.
- Provide training and instruction for its workers on what they need to do to comply with equality law.

When Power2 has made an adjustment, the charity will let people know what has changed and will monitor the effects of such changes.

Dignity at work

Dignity at work is a basic human right and Power2 will investigate fully any complaints made that a person has been victimised or harassed by someone employed by the charity. If the person complained of has a contractual relationship, other than a contract of employment, the outcome may determine whether such behaviour amounts to a breach of that contract.

Definitions

Bullying

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation, not necessarily from someone in a position of authority.

Bullying may be physical, verbal or non-verbal. It can include conduct that is not face-to-face, including via text message, email and social media. Examples of bullying include:

- physical or psychological threats,
- overbearing and intimidating levels of supervision,
- inappropriate derogatory remarks about a person or their performance,
- shouting at staff,
- persistently picking on people in front of others or in private,
- blocking promotion and training opportunities,
- regularly and deliberately ignoring or excluding staff from work activities or work-related social events,
- setting a person up to fail by overloading them with work or setting impossible deadlines,
- regularly making the same person the butt of jokes.

Legitimate and reasonable criticism of a staff member's performance or behaviour, or reasonable management instructions, do not amount to bullying.

Harassment

Harassment is any unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. A person may be harassed even if they were not the intended "target". Harassment also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

It is unlawful under the Equality Act 2010 to harass a person because of their age, gender, ethnic background, sexual orientation, religion or belief, and disability. It also includes conduct of a sexual nature (sexual harassment). Harassment is unacceptable even if it does not fall within any of these categories.

Examples of harassment include, but are not limited to:

- unwanted physical conduct including touching, pinching, pushing and grabbing,
- unwelcome sexual advances or suggestive behaviour,
- offensive e-mails, text messages or social media content or the display of offensive materials,
- unwanted jokes, banter, mocking, mimicking or belittling a person.

Harassment and/or bullying procedures

A complaint about bullying and harassment will always be taken seriously. The aim is to stop the behaviour and create a safe working environment. There are two

principal ways to respond to complaints of bullying or harassment. They may be dealt with informally or formally.

If a manager has sufficient grounds to believe that serious misconduct may have taken place, the matter must be dealt with in accordance with the performance and conduct procedures.

Informal procedure

If you believe you are being harassed and or bullied, you should do the following:

- Consult the guidance document 'Discrimination guidance'.
- Tell someone else about it. If you are feeling uncomfortable about a situation and are not sure if it is harassment or bullying, try to talk to someone about it.
- Keep a written record of the offending behaviour. Write down the dates, times and places when events occurred and what was said or done. If anyone else witnessed any of the instances, make a note of this.
- Make it clear to the person who is harassing or bullying you that their behaviour is unwelcome and that you want it to stop. In most cases, once the person knows that her/his behaviour is unwelcome, they will stop.
- You may find it difficult to approach the person alone so you can do this in various ways:
 - Ask someone to mediate or to be with you when you speak to the person.
 - If you prefer you can ask your line manager or Director to talk with you and the person who is harassing or bullying, you about the effect that their behaviour is having on you and ask for it to stop.
 - If the behaviour continues, talk to your line manager. You may need to make a formal complaint.
 - If it is your line manager who is harassing you or bullying you, speak to their line manager.

The intention is to stop the behaviour complained of and restore harmony. It may be acceptable to deal with informal complaints in one of the following ways:

- A letter of apology.
- A face-to-face apology.
- A mediated solution regarding the future working relationship.
- A request for the working environment to be changed.
- Relocating the complainant if this is their wish*.

*nb the person being complained about cannot be relocated without their consent at the informal stage.

Where a case is resolved informally no written records will be kept on the complainant or person(s) being complained against file, or disciplinary action taken.

Formal procedure

If you feel you are being harassed or bullied and you wish it to be dealt with formally, you can make a formal complaint. You can do this as soon as the first instance of harassment or bullying occurs or at any subsequent time. Formal complaints must be made in writing to the Operations Director and must set out the specific way(s)

in which you feel you have been harassed and/or bullied. Formal complaints will be investigated fully and may lead to disciplinary action against the person being complained about in accordance with the performance and conduct procedures.

Further information

The equality, diversity and inclusion policy is fully supported by senior management and should be read in conjunction with our equality, diversity and inclusion strategy.

Details of the organisation's grievance and disciplinary policies and procedures can be found within the employee handbook. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

More detailed guidance on equalities law can be found at www.equalityhumanrights.com

Approval

This policy has been considered and approved by the Senior Management Team.



Julie Randles
Chief Executive
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