

Diversity, Equity and Inclusion Policy



This policy applies to all Trustees, staff, volunteers and those who attend TCF events.

TCF is committed to diversity, equity, anti-discriminatory practice and promoting human rights both as an employer and in the provision of services.

TCF recognises that there are sections of society who experience prejudice and discrimination. The Equality Act (2010) specifically recognises the protected characteristics of; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sex. This includes cultural and spiritual needs.

Purpose

This document provides the framework from which all TCF strategy, policy and procedures are developed.

Equity is not about treating everyone the same; it is about ensuring that access to services and opportunities are available to all by recognising and meeting differing needs and capabilities.

Inclusion considers and responds to all needs including - personal commitments, equal pay, career development and promotion opportunities. Inclusion means respecting all opinions and values.

TCF aims to:

Ensure that there is no unlawful discrimination, harassment, victimisation or any other conduct prohibited by the Equality Act.

Enhance and promote high quality services which are inclusive to a diverse population.

Create a productive, safe and prejudice-free work environment for employees.

Demonstrate and promote a commitment to equality issues to both volunteers, users and employees by challenging discrimination and valuing diversity.

Promote diversity in communication e.g. large print, loop system, easy read formats and translation to enable everyone to receive information and be able to express their views.

TCF believes good communication to be the key to developing equality of opportunity for all members of society. This can be especially difficult for those

people whose first language is not English; or are D/deaf and/or hard of hearing; are blind or have a visual impairment or learning disability. Every effort will be made to ensure all communication needs are met.

TCF encourages language and behaviour which promotes respect and good relations.

Anyone who feels offended or threatened by the language or behaviour of another can address the issue through TCF's Complaints Procedure.

Trustees will ensure that all employees and volunteers are fully aware of this policy, adhere to its requirements and are accountable for its promotion.

Trustees and staff will be trained appropriately .

Service Users/Carers/Visitors are expected to be respectful to all staff and other service users in keeping with this policy.

Discrimination experienced by staff from service users, carers or visitors will be dealt with using TCF's Complaints procedure.

Recruitment and Selection

Recruitment and selection will be undertaken in accordance with this policy. Reasonable adjustments will be considered for disabled people and others seeking work at TCF or attending events. TCF operates a guaranteed interview scheme for disabled job applicants who meet the minimum shortlist criteria. TCF will ensure that no job descriptions or person specifications include requirements that are discriminatory.

Staff will ensure wording avoids biased language and age bars/limits are only applied where they are objectively justified or lawful. All job advertisements will feature reference to the TCF Diversity, Equity and Inclusion Policy .

Positive Action

Positive action is described as a range of measures which may be adopted under the Equality Act (2010) to assist with and encourage particular groups who are under-represented in the employment, training and development of people in order that there is equality and fairness in selection and opportunities for promotion. The aim is not to positively discriminate, which is unlawful, The Act makes it clear that an employer cannot have a general policy of always favouring people with certain characteristics and that any action taken by the employer has to be a proportionate to deal with disadvantage or under-representation in the workforce.

Access to Services

In developing its services TCF will seek to ensure equitable access to all actual and potential users. This will include, wherever practicable, making specific access arrangements for service users with disabilities, or any other protected characteristics which may apply. TCF will attempt to ensure that none of its service policies, protocols or procedures discriminates directly or indirectly against any group or individual.

This includes premises, the location of our services, the times of our services and our communication systems including; telecommunication, publications, documents, web and intranet publications.

TCF will encourage all staff to:

Ensure that within their service there is appropriate access to relevant and appropriate religious and spiritual resources to meet the needs of participants. TCF will work to improve the cultural competency of staff, so they are able to ask the appropriate questions about volunteers and users cultural and spiritual needs.

Human Rights

TCF believes that human rights and care are interlinked and is committed to operating a human rights based approach, ensuring staff understand their roles in promoting and protecting people's rights and applying the principles of fairness, respect, equality, dignity and autonomy when interacting with colleagues and service users.

By valuing the diversity of the workforce, and promoting equality amongst staff, the Diversity, Equity and Inclusion Policy will contribute to the continuing improvement of the quality of our services.

Social inclusion

There may be economic and social factors that increase the likelihood of individuals feeling excluded. Certain groups may experience disadvantage and discrimination because of their education, employment status, health or other factors.

TCF services will recognise and value the needs of diverse communities by listening to those who use the services and by being responsive to their needs. Decisions are made daily that affect the lives and relationships of service users, carers, staff, other stakeholders and visitors. TCF will pay due regard when considering the effects on different groups protected from discrimination.

Where appropriate, TCF will ensure community consultation and participation in policy development.

This policy has been developed and agreed by Trustees and staff. It, and its implementation, will be monitored and evaluated annually.

September 2022

Review Date: September 2025