



EQUALITY, DIVERSITY AND INCLUSION POLICY (EDI)

Teddington & Hampton Wick Voluntary Care Group (THWVCG) is committed to tackling all forms of discrimination and inequality in both the workplace and the services the organisation provides. This policy sets out how it will promote equal opportunity and prevent all forms of unlawful or unfair discrimination, harassment, and victimisation.

AIMS

The aim of the policy is to:

- Work towards the elimination of all forms of discrimination.
- Create a positive culture throughout THWVCG, where diversity, inclusion and respect are core values and at the centre of all our activities.
- Ensure staff, volunteers and trustees are engaged with the development and implementation of this policy.
- Encourage positive action to overcome disadvantage and discrimination.
- Ensure the highest possible standards are achieved in the delivery of our services
- Ensure equality, diversity and inclusion is promoted through our work, both internally and externally.

THWVCG is committed to:

- Creating an inclusive environment in which individual differences and the contributions of our employees, trustees and volunteers are recognised and valued.
- Creating a working environment that promotes dignity and respect for all.
- Implementing inclusive recruitment practices.
- Ensuring development and progression opportunities are available to all.
- Regularly reviewing service provision to ensure it is accessible, fair and appropriate to all groups within society.
- Providing information to all employees, trustees and volunteers to ensure that they are fully aware of EDI issues and their responsibilities relating to these areas
- Monitoring our workforce and service users so that we can work towards ensuring they reflect the communities we are serving.

THWVCG is committed to developing and maintaining a workplace culture of inclusivity and respect. Any discriminatory behaviour demonstrated by employees, volunteers, service users or trustees will be appropriately challenged in a polite and constructive manner and where necessary further action will be taken.

EQUAL OPPORTUNITIES AND THE EQUALITIES ACT 2010

THWVCG is committed to equal opportunities in employment and service delivery in line with the Equalities Act and Dignity at Work Act. We will take every possible step to ensure that no person working for the organisation or seeking employment with us, or anyone using our services; will receive less favourable treatment or will be disadvantaged by protected characteristics:

- Age
- Gender reassignment
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation.

Further information on the Equalities Act and Protected Characteristics can be found here:

[Discrimination: your rights: Types of discrimination \('protected characteristics'\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Selection criteria and procedures are reviewed regularly to ensure that individuals are selected and treated on the basis of their relevant merits and abilities.

Our aim is that our workforce will be truly representative of all sections of society. Everyone should feel respected and valued and able to achieve their full potential.

EQUALITY

Equality is about fairness, it is not about treating everyone in the same way, but it recognises that their needs are met in different ways. It is based on the legal obligation to comply with anti-discrimination legislation. Equality protects people from being discriminated against on the grounds of protected characteristics.

DIVERSITY

Diversity is about valuing all visible and non-visible differences and recognising and accepting that harnessing these differences creates an environment where everyone feels valued. A diverse approach aims to recognise value and manage differences to enable all employees to contribute and realise their full potential.

INCLUSION

Inclusion involves taking action to remove barriers to participation. It also involves eliminating discrimination and promoting equality.

BREACHES OF POLICY

All complaints of discrimination will be sensitively investigated and, if proven, will result in appropriate action for the perpetrator. Any employee or volunteers found to be in breach of this policy could be subject to disciplinary action and/or their continued engagement with THWVCG should be questioned.

RESPONSIBILITIES

All staff, volunteers and trustees must adhere to this policy. The Senior Management Team and the Board of Trustees are accountable for ensuring the policy is implemented.

Every line manager has a responsibility to:

- Set a positive example by ensuring that their actions and behaviours promote EDI.
- Stop inappropriate behaviour as soon as they become aware of it.
- Support and implement action that THWVCG takes to improve diversity, inclusion and equal opportunities, where that action has been agreed as national policy.
- Ensure staff and volunteers are aware of and carry out their responsibilities under the law and this policy.

Every employee has a responsibility to:

- Act in ways that respect and value the diversity of others.
- Challenge and report any behaviour that could be interpreted as discriminatory.
- Understand what is expected of them in terms of their performance, their behaviour and their conduct towards others.
- Set a positive example at all times.
- Listen to and respect others and discourage discriminatory speculations.

Every volunteer has a duty to:

- Act in ways that respect and value the diversity of others
- Not discriminate unfairly against service users when giving help and support, or other members of the organisation.
- Challenge any behaviour that could be interpreted as unfair discrimination.
- Listen to and respect others and discourage discriminatory speculations and behaviour.