

## **Equality, Diversity and Inclusion Policy**

'A Place To Be' is committed to promoting diversity, equality, and inclusion in all areas of our work, including recruitment, staff development, and service delivery. We are a small team, including 3 employees and a volunteer team of 5-10 people. As a youth charity, we recognise the importance of fostering a welcoming and inclusive environment. This policy outlines our commitment to ensuring that all individuals, regardless of their background, are treated fairly and with respect.

### **Our Commitment**

We are committed to ensuring that all current and prospective employees are provided with equal opportunities, free from discrimination, and that our workplace is one where everyone feels valued and supported.

This policy applies to all employees, volunteers, members of the management committee, and any individuals engaging in our work. It covers all aspects of employment, including recruitment, pay, promotion, training, working conditions, and relationships with colleagues.

We are committed to complying with the Equality Act 2010, which protects individuals from unfair treatment and promotes a fairer and more equal society. We will not tolerate discrimination, harassment, or victimisation on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

### **Aims of EDI at APTB**

- To create an inclusive and respectful work environment that reflects the diversity of the communities we serve.

- To ensure that all recruitment, selection, and promotion decisions are based solely on merit and are free from bias.
- To actively promote equality of opportunity and ensure that all employees have access to appropriate training and development.
- To provide support for employees who may experience barriers related to personal characteristics, such as offering reasonable adjustments for those with disabilities.
- To regularly review and update our practices and policies to ensure they remain in line with best practice in equality and diversity.

### **Our Recruitment and Selection Process**

We aim to attract and retain talented individuals from diverse backgrounds by ensuring that our recruitment processes are fair, transparent, and based on merit. We commit to:

- Advertising roles widely to reach a diverse pool of applicants.
- Using inclusive language and job criteria that focus on skills, experience, and potential.
- Ensuring interview panels are diverse, where possible, and that all involved in recruitment are trained in equality and unconscious bias.

### **Ongoing Training and Development**

We will provide ongoing training to all staff to ensure they understand their roles in upholding diversity and equality. This includes:

- Induction training that highlights our commitment to diversity and equality.
- Ongoing opportunities for staff to develop their understanding of issues related to inclusion, unconscious bias, and cultural awareness, through CPD.

### **Reviewing and Monitoring**

We will regularly monitor and evaluate our diversity to ensure we are making progress towards our equality objectives. This policy will be reviewed and updated annually.

### **Reporting Discrimination**

We take any reports of discrimination, harassment, or victimisation seriously. Employees or team members who believe they have experienced or witnessed discrimination should raise

this with the Lead Youth Worker (Chloe Adam) or Management Committee Chair (Ed Walker). All reports will be dealt with promptly, thoroughly, and confidentially.

### **Responsibilities**

Members of the Management Committee are responsible for promoting and implementing this policy at the highest level and ensuring that diversity and equality are embedded in the charity's culture.

The Lead Youth Worker is responsible for ensuring that the youth work team understands and follows this policy and for creating an inclusive working environment.

All team members are responsible for treating colleagues with respect and for upholding the principles of diversity and equality in their work with APTB.

This policy will be reviewed annually and updated as necessary to reflect changes in legislation and best practice.

September 2024