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www.lancashireyouthchallenge.co.uk
Registered Charity: 1163469

Equality, Diversity & Inclusion Policy

Effective Date: July 2022

Trustee Review Date: June 2023

STATEMENT OF VALUES

LYC celebrates our society as diverse in race, culture, faith and other beliefs, sexuality, abilities, gender, and age. LYC is committed to challenging disadvantage and inequality and aims to promote diversity and equality of opportunity in all areas of its work and structures.

LYC believes:

- a. In working towards a just and participatory society
- b. That all people have equal rights to work towards social justice and to participate in decision-making processes and local action
- c. That priority should be given to working with communities and groups whose full participation in society is limited by economic disadvantage or discrimination

We define this as:

Equality – we believe in equality for all people. However, society is not equal, and for this reason we adopt an equitable, approach to give support to those who need it most.

Diversity – we take active steps to ensure that our workforce and those we support through are work are represented, included and respected, whatever their gender, ethnicity, race, religious and political beliefs, education, socioeconomic background, disability, sexual orientation and geographic location.

Inclusion – we are committed to ensuring everyone feels welcome, no one feels uncomfortable and everyone is able to thrive and contribute equally regardless of who they are, where they're from, or what they're going through.

The Equality Act 2010 provides the legislative framework that informs our work to promote equality of opportunity and reduce barriers to engagement, in particular for protected groups including:
age

disability
ethnicity (including race, colour and nationality)
gender
gender reassignment
religion or belief
sexual orientation

POLICY STATEMENT

LYC is committed to building an organisation that is inclusive and makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society. A place where people feel they are respected and valued, and can achieve their full potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability, or age.

The charity will follow the recommendations and guidance of the Equality and Human Rights Commission, in all our employment policies, procedures and practices, and in dealing with participants and members of the public.

The aims of this policy are to ensure that:

- No-one receives less favourable treatment, on grounds of any protected characteristic (including age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, and sexual orientation); or is disadvantaged by any conditions, requirements, provisions, criteria, procedures, or practices that cannot be justified on any other grounds,
- No-one is victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds,
- The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, humiliating, or non-inclusive environment,
- Opportunities for employment, training and promotion are equally open to candidates of any gender, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion, or belief.
- Selection for employment, promotion, transfer, training, and access to benefits, facilities, and services, will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

We will take the following steps to put the policy into practice and make sure that it is achieving its aims:

1. The policy will be a priority for the organisation and reviewed by the Board of Trustees annually.
2. The CEO will be responsible for the day-to-day operation of the policy.
3. The effectiveness of the policy will be monitored regularly.

Recruitment

4. Opportunities for employment, promotion, transfer, and training will be advertised internally, and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability, age, religion, or belief.
5. Selection criteria will be entirely related to the job or training opportunity.
6. The policy will be communicated to all workers and job applicants.
7. We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively and will accommodate them unless it would cause significant difficulties to the business or employees.
8. Information on the ethnic and racial background, gender, disability, and age of each worker and applicant for employment will be collected and analysed, to monitor each stage of the recruitment

process. The information will be held in strictest confidence and will only be used to promote equality of opportunity. Information about the religion/belief and sexual orientation of employees may also be monitored.

9. Short listing and interviewing will be carried out by more than one person where possible.
10. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
11. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
12. Selection decisions will not be influenced by any perceived prejudices of other staff.

Training

13. All staff and volunteers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. The policy will be shared and interrogated at all staff annual appraisals, ensuring all staff and volunteers are updated on practice, policy, and procedure.
14. Workers and their representatives will be consulted about policy updates, amendments, and changes regularly and at annual review.
15. All staff and volunteers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation. All employees carrying out work of 'equal value' will receive equal pay, regardless of their sex, race or any other protected characteristic, and equal pay audits will be facilitated when required.

Accessibility

16. We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.
17. If the data shows that people from particular groups are under-represented areas of work, lawful positive action training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.
18. The public, partners and stakeholders will be made aware of the policy via the website and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability. or age.

Complaints

19. Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The grievance procedure will be published in a form that is easily accessible.
20. Fair and equal treatment will be given to young people, partners, stakeholders, and members of the public by all staff. The charity will investigate any complaints from staff that they are being harassed by a customer for reasons linked to protected characteristics and take suitable action to prevent further incidents.

Practice

21. We will work actively towards ensuring that our provision is relevant to all young people and service users. We will examine each area of work to determine whether:
 - The service is offered in an accessible and relevant way.
 - Alternative methods would be more appropriate.
 - Additional services should be developed.
 - There are any practices/procedures which are discriminatory.

22. All written resources for groups and individuals produced by Lancashire Youth Challenge will reflect the mixed community within which we work and stereotyped images of particular groups will not be reinforced. All employees, workers, members, and volunteers must ensure that their work reflects these principles.
23. Young people, partners and stakeholders must have easy access to information about Lancashire Youth Challenge's services which may involve making materials available where appropriate in a variety of media, e.g., in large print or electronically, or on different coloured paper. All printed materials will be in a minimum of size 10 font.
24. Lancashire Youth Challenge will not knowingly receive or purchase goods and services from agencies which practice discrimination.