Equality, Diversity and Inclusion Policy	
Effective date: February 2025	Review Date: February 2026

"Trustees should ensure their charity provides a safe environment and protects staff, mentor/tutor contractors, volunteers, and anyone who comes into contact with it from abuse or maltreatment of any kind". Charities Commission 2018

This policy reflects the Trustees' commitment to equality, diversity, and inclusion and is for everyone working for The Jack Hazeldine Foundation (the Charity).

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1. Equality, Diversity and Inclusion Policy Statement

The Charity is committed to fostering a welcoming, inclusive, and supportive environment that embodies the principles of equality, diversity, and inclusion. We embrace every individual's diverse experiences, backgrounds, and perspectives, with a particular focus on promoting equality for those from minoritised communities, LGBT+ individuals, and disabled people.

We believe that a truly inclusive environment not only recognises and respects the diversity of our community but actively works to eliminate discrimination and bias. We are dedicated

to providing culturally sensitive practices that ensure equitable access, opportunities, and treatment for all.

2. The Purpose of this Policy

This policy aims to:

- Promote equality of opportunity for all.
- Celebrate diversity and value the contributions of everyone.
- Eliminate discrimination and ensure that no one is treated less favourably because of any protected characteristic or other irrelevant factor.
- Foster an inclusive culture where everyone feels safe, respected, and valued.
- Ensure compliance with all relevant legislation and best practices.

3. Our Commitment

The Charity is committed to:

- Providing a safe and supportive mentoring environment where everyone can thrive and reach their full potential.
- Recruiting, training, and retaining a diverse workforce that reflects the communities we serve.
- Monitoring the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion and in meeting the aims and commitments set out in this policy.
- Making opportunities for training, development, and progress available to employees, contractors, volunteers, and trustees., who will be helped and encouraged to develop their full potential so their talents and resources can be fully utilised to maximise the Charity's efficiency.
- Challenging discrimination and promoting equality in all our activities.
- Regularly reviewing and updating this policy to ensure it remains relevant and effective.
- To communicate this policy the Charity will:
    - Publish this policy in a central, accessible location and introduce the policy to all new employees, volunteers, and trustees during onboarding. This ensures everyone understands the organisation's commitment to EDI from the start.

- Share a copy of this policy on the Charity's website to demonstrate transparency and commitment to inclusivity.

4. Principles

The guidance in this policy is based on the following principles:

- We treat everyone with dignity and respect, valuing their individual differences and contributions.
- We ensure that everyone has equal access to opportunities and is treated fairly.
- We create an environment where everyone feels welcome, valued, and able to participate fully.
- We actively challenge discrimination and prejudice and work to create a more just and equitable society.
- We are committed to ongoing learning and development to ensure our practices are always aligned with best practices in equality, diversity, and inclusion.

5. Legal Frameworks

The Charity's commitment to equality, diversity and inclusion is grounded in a robust legal framework. This framework includes the Equality Act 2010, which protects individuals from discrimination based on protected characteristics. Crucially, this commitment is also underpinned by the Care Act 2014, which promotes individual well-being and person-centred care, ensuring services are tailored to individual needs and preferences. This aligns with the principles of diversity and inclusion by recognising that everyone is different and requires support that respects their unique circumstances and identities. Furthermore, the JHF adheres to relevant legislation like the Human Rights Act 1998, which safeguards fundamental rights and freedoms. This comprehensive legal foundation ensures that our policies and practices promote fair treatment, equal opportunities, and a welcoming environment for all, fostering a culture of respect and dignity.

6. Scope

6.1 Who does this policy apply to?

This policy applies to all employees, contractors, volunteers, consultants and trustees. It also applies to all applicants throughout the recruitment process, paid employment opportunities, or volunteer roles. Contractors and organisations that we work in partnership with are also expected to abide by this policy.

6.2 The Charity is committed to upholding the nine protected characteristics as defined by the Equality Act 2010. These are:

- Age

- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

These protections apply to all aspects of employment, volunteering, service delivery, and organisational governance. In addition, the Charity recognises and seeks to support individuals who may experience disadvantage due to other factors, such as socio-economic status, caring responsibilities, menopause, and parental leave.

Age
For example, being aware of failing to promote an employee based on their age or making assumptions about an individual's abilities based on their age. Older employees are not given training in new technologies because it is assumed that they will not be able to learn or adapt.

Another example could also include young people e.g. by specifying the length of experience required in a person specification (i.e., by focusing on arbitrary requirements (such as length of service) rather than assessing relevant experience, skills and capacity to deliver effectively).

Disability
For example, an employee with a visual impairment is not provided with screen-reading software or other necessary assistive technology.

Gender Reassignment
For example, a trans employee is repeatedly misgendered by colleagues, even after correcting them.

Marital and civil partnership status
For example, an unmarried employee is denied benefits that are offered to married employees or an employee in a civil partnership is subjected to offensive comments or jokes about their relationship.

Pregnancy and maternity status

For example, a pregnant employee is denied a promotion or opportunity due to concerns about their pregnancy or an employee returning from maternity leave is demoted or given less favourable work assignments.

Race
For example, an employee of colour is subjected to racial slurs or stereotypes by colleagues. A job applicant with an ethnic-sounding name is not shortlisted for an interview despite having the required qualifications.

Religion or belief (including no region or belief.)
For example, an employee is denied time off for religious observances. An employee is harassed or discriminated against because of their religious beliefs.

Sex or gender
For example, a female employee is paid less than a male colleague for doing the same job. A male employee is denied paternity leave or flexible working arrangements that are offered to female employees.

Sexual orientation
For example, an LGBTQ+ employee is subjected to homophobic or biphobic comments or jokes.

Socio-economic status or class
For example, an employee from a lower socio-economic background is treated with less respect or given fewer opportunities than colleagues from more privileged backgrounds. An employee is denied a job or promotion because of their accent or where they live.

Caring responsibilities
For example, an employee is penalised for taking time off to care for a dependent, or is passed over for a promotion because they have caring responsibilities.

Menopause, perimenopause and periods
For example, an employee experiencing menopausal symptoms is not given appropriate support or adjustments in the workplace. An employee is made to feel uncomfortable or ashamed for discussing their period or needing to take time off for period-related issues.

Parental leave
For example, an employee may be denied parental leave or penalised for taking it. An employee returning from parental leave may also be treated differently or given less favourable work assignments.

6.3 What does this policy apply to?

This policy applies to the Charity's governance, service delivery, employment, and volunteering practices.

7. Exceptions to this policy

This policy does not have exceptions. The Charity has zero tolerance for discrimination, harassment, and bullying.

8. Implementation and resources

8.1 The Charity's trustees are responsible for overseeing progress toward achieving this policy's aims. The C.E.O. has specific responsibility for its effective implementation, but all Trustees and Senior Leaders are responsible for ensuring that equality, diversity, and inclusion are effectively integrated, implemented, and monitored within their areas.

8.2 Individual employees also have a responsibility to abide by the policy and co-operate with measures introduced to promote equality of opportunity.

8.3 In implementing this policy, we will:

- Communicate the policy to our employees and job applicants.
- Publicise our policy to service users, volunteers, consultants and other organisations that collaborate with the JHF
- Obtain commitments from those providing services to The Charity that they will comply with the policy.
- Ensure that adequate resources are available to fulfil the objectives of the policy.

9. Employment

9.1 Monitoring and evaluating the equality, diversity and inclusion policy.

The Charity will seek to:

- Review and analyse organisational data, including recruitment, promotion, and pay data, regularly to identify and address any patterns of systemic discrimination.
- Conduct periodic audits of policies, procedures, and practices to identify and mitigate any potential barriers to equality and inclusion.
- Establish a mechanism for employees to provide anonymous feedback on their experiences of inclusion and to suggest improvements to organisational practices.

9.2 The Charity:

- Recognises the individual value that employees bring to our organisation.

- Encourages employees to continuously improve and further develop their skill sets.
- Uses a performance management system that encourages fact-based feedback and promotes regular opportunities to discuss progress and development.
- Considers information sharing and open communication essential to achieving our goals; employees are encouraged to communicate with managers and colleagues actively.
- Remunerates according to the skills and experience of our employees, taking into account local market conditions and our charitable status.

9.3 Advertising and information about a role

Under usual circumstances, positions which become vacant at the Charity will be advertised both internally and externally. When advertising externally, the Charity will place job adverts where they are more likely to be seen by marginalised applicants (for example, advertise on job boards that focus on particular protected characteristics, such as sexuality (https://lgbtjobs.co.uk/) or ethnicity (https://bmejobs.co.uk/ or https://www.ethnicjobsite.co.uk/). Adverts may also be placed in local clubs, community groups, supermarkets or on social media and the Charity's website.

Ordinarily, applicants will have at least two weeks from the date of the advertisement to apply for the job. They will be asked to submit a completed application form or an up-to-date CV and write a covering letter to support their application (depending on the role).

All adverts will specify the salary.

In relation to Office based roles:
The advert will inform candidates that the Charity is an office-based organisation, but that should not preclude people from applying if they need to work remotely. The Charity is open to discussing hybrid/flexible working arrangements.
The Charity will treat internal applicants in exactly the same way as external candidates.

10. Roles and Responsibilities

10.1 Responsibilities

All employees, contractors, volunteers, consultants, and trustees must adhere to this policy. The senior staff and the chair of the Trustees are accountable for ensuring its implementation.

10.2 The role of all employees

Everyone in the organisation must take personal responsibility for observing, upholding, promoting, and applying this policy. Our culture is formed in our day-to-day working interactions, so creating the right environment is a responsibility that we all share.

All colleagues and everyone they interact with should be treated fairly and with dignity, trust, and respect. Sometimes, this may mean allowing for different views and viewpoints and making space for others to contribute. Everyone has a responsibility to ensure that the terms and spirit of this policy are observed and to understand clearly that there is a moral duty not to discriminate against any individual.

The Reporting, Recruitment, and Policies Committee is responsible for ensuring the maintenance, regular review, and updating of the policy in accordance with changes in legislation. Therefore, any queries on the application or interpretation of this policy must be discussed with this team prior to any action being taken.

As an employee, you have a responsibility to:

- act in ways that respect and value the diversity of others
- ensure you treat all people fairly, with dignity and respect
- challenge and report any behaviour that could be interpreted as discriminatory
- seek guidance from your line manager if you have any concerns about the policy or its application
- understand what is expected of you in terms of your performance, behaviour and conduct towards others
- set a positive example at all times
- listen to and respect others and discourage discriminatory speculations
- act in accordance with the values of the Charity

10.3 Role of Line Managers

All line managers have the following responsibilities to:

- set a positive example by ensuring that your actions and behaviours promote inclusion and diversity
- ensure you treat all people fairly, with dignity and respect
- act to stop inappropriate behaviour as soon as you become aware of it
- be aware of the policy and attend training as required
- act in accordance with the values of the Charity
- ensure that the standards within the policy are adhered to within your area of responsibility, e.g., when recruiting new people

- take responsibility for monitoring individual behaviour and taking immediate action where there is evidence of discrimination, harassment, bullying or any other unaccountable behaviour
- encourage and support all people to reach their full potential and remove any barriers you become aware of that may exist
- ensure that all candidates for employment, promotion or volunteering roles will be shortlisted and assessed objectively against recruitment criteria
- ensure employees and volunteers are aware of and carry out their responsibilities under the law and this policy.

10.4 Role of Trustees and Senior Staff

As a Trustee or a senior member of staff, you have a responsibility to:

- be leaders by example for equality, diversity, and inclusion, ensuring that your actions and behaviours reflect this
- be the visible sponsors for EDI
- support others in EDI
- ensure you treat all people fairly, with dignity and respect
- challenge any behaviour that could be interpreted as discrimination
- listen to and respect others and discourage any discriminatory speculations
- fulfil your duty to ensure that the policy is implemented.

10.5 Role of Volunteers

As a volunteer, you are expected to:

- demonstrate and model inclusive behaviour to others and treat people with dignity and respect
- behave in accordance with the Charity's values, volunteer commitment and voluntary code of conduct
- challenges any behaviour that could be interpreted as unfair discrimination
- attend relevant EDI training as requested by your volunteer manager.

11. Reasonable Adjustments for Disabled Staff and Service Users

The Charity is committed to making reasonable adjustments to remove barriers for disabled

staff, volunteers, and service users, in line with our legal obligations under the Equality Act 2010.

11.1 Requesting Adjustments

Any staff member, volunteer, or service user who requires an adjustment should contact HR Officer.
Requests can be made verbally or in writing and will be treated confidentially.

11.2 Assessment and Implementation

The Charity will assess all requests promptly and fairly, consulting with the individual to understand their needs.

Adjustments may include, but are not limited to: physical changes to the workplace, provision of assistive technology, flexible working arrangements, or changes to policies and procedures.

Where necessary, advice may be sought from occupational health or external experts.

11.3 Review and Monitoring
Adjustments will be reviewed regularly to ensure they remain suitable.

Individuals are encouraged to provide feedback on the effectiveness of adjustments.

11.4 Commitment
The Charity will ensure that no one is disadvantaged in recruitment, employment, volunteering, or service delivery due to disability.

All managers will receive training on their responsibilities regarding reasonable adjustments.

12. Unconscious Bias Training

The Charity acknowledges the existence and impact of unconscious biases – the inherent prejudices we hold without conscious awareness. These biases can inadvertently influence decisions and actions, potentially leading to discriminatory outcomes. To mitigate this, the Charity is committed to providing unconscious bias training to all staff and trustees. This training aims to:

- Increase awareness of unconscious biases and their potential impact.
- Equip individuals with strategies to recognise and challenge their biases.
- Promote fair and inclusive decision-making in all areas of the Charity's work.

By addressing unconscious bias, the Charity reinforces its dedication to fostering an inclusive environment where everyone feels valued and respected.

13. Breaches of Policy and Implications

13.1 All complaints of discrimination will be sensitively investigated and, if proven, will result in appropriate action. Any employee or volunteers found to be in breach of this policy will be subject to disciplinary action. Failure to comply with this policy may also expose the Charity to potential legal action with negative financial and/or reputational consequences.

13.2 Any employee or job applicant who believes that they have been discriminated against or have suffered harassment or victimisation can raise this by using the procedures contained in the Grievance Policy (employees) or Complaints Policy (applicants). All complaints will be dealt with seriously, promptly, and confidentially.

13.3 Anyone who believes that they have been discriminated against or have suffered harassment or victimisation in relation to the services provided by the Charity can raise this by contacting our C.E.O. or Chair of Trustees.

13.4 Anyone who believes that they have been discriminated against or have suffered harassment or victimisation in relation to participating as a volunteer or receiving volunteer services can raise this by contacting our C.E.O. or Chair of Trustees.

13.5 Any staff or contractors who believe that they have been discriminated against or have suffered harassment or victimisation can raise this by contacting our C.E.O. or Chair of Trustees.

14. Investigation Procedure

14.1 Initiation of Investigation:
When an incident is reported, the Charity will initiate a formal investigation. An experienced investigator who was not involved in the incident will be appointed, ensuring impartiality and objectivity. The investigation will be conducted thoroughly, impartially, and sensitively to all involved.

14.2 Involvement of the person in question:

Timeline:
The person in question (the complainant) will receive a provisional timeline for the investigation process.

Initial Meeting:
The Charity will arrange a meeting with the complainant, usually within one week of receiving the complaint. The line manager usually arranges this meeting. If the line manager is involved in the incident, another appropriate person, such as another senior leader or HR representative, will arrange the meeting.

The Account:

During this meeting, the complainant will have the opportunity to share their account of the events.

Support:
The complainant will have the right to be accompanied by a colleague or a trade union representative of their choice. They must maintain the confidentiality of the investigation.

Accommodations:
The Charity will ask if the complainant requires any adjustments to facilitate their participation in the meeting.

Ongoing Communication:
The investigator will keep the complainant informed and arrange further meetings as needed throughout the investigation.

14.3 Involving Others:

The Other Party:
If the incident involves another colleague, the investigator will also meet with them. They have the right to be accompanied by a colleague or trade union representative and will be informed of the allegations against them to allow them to respond.

Witnesses:
The Charity may need to interview witnesses. If so, the Charity will emphasise the importance of confidentiality.

Temporary Measures:
Depending on the nature of the incident, the Charity may make temporary changes to the working arrangements of the other person involved, such as working from home or a change in line manager, while the investigation is underway. This is to protect all parties and is not a disciplinary action in itself.

14.4. Investigation Report and Outcome:

Report:
The investigator will prepare a comprehensive report detailing their findings and submit it to the C.E.O. or the Chair of Trustees.

Outcome Meeting:
The investigator will arrange a meeting with the complainant, usually within one week of receiving the report, to discuss the outcome and any actions that will be taken. The complainant has the right to bring a colleague or a trade union representative to this meeting. The Charity will also ask if they require any adjustments for the meeting.

Sharing of Information:
The complainant and anyone else involved in the incident will receive a copy of the investigation report.

Confidentiality:
All parties involved in the investigation must maintain confidentiality throughout the process.

15. Monitoring and review

15.1 We will establish information and monitoring systems to assist us in assessing our progress on equality, diversity, and inclusion in service provision, volunteering, and as an employer. Any information collected will normally be anonymised.

15.2 Information about a person's ethnic origin, disability, religion, or sexual orientation is sensitive personal data. We will ensure that if such information is to be processed, the reason for processing satisfies a sensitive data condition.

15.3 This policy will be reviewed at a minimum on an annual basis.