

Equality, Diversity and Inclusion Policy [EDI]

1. Introduction

- 1.1 Restitute is committed to supporting and promoting Equality, Diversity, and Inclusion (EDI). This includes challenging inequality and all forms of discrimination in both the workplace and the services we provide, to create environments where everyone is treated with dignity and respect.

2. Policy Statement

- 2.1 To prevent, reduce and stop all forms of unlawful discrimination in line with the Equality Act 2010.
- 2.2 To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined based on capability, qualifications, experience, skills and productivity.
- 2.3 Restitute values diversity and recognises that the different range of backgrounds, experiences, views, beliefs, and cultures encourages creativity and innovation and has a positive impact on the organisation.
- 2.4 We understand that to progress equality and diversity we must create an inclusive environment. We are committed to creating a culture where everyone can contribute and reach their full potential.
- 2.5 This policy aims to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination, and that diversity and inclusion is embraced and valued, both internally and externally.

3. Who This Policy Applies To

- 3.1 This policy is applicable to Restitute's applicants and employees.
- 3.2 Service users, visitors and contractors should also be treated fairly and must not be subjected to unlawful discrimination.

4. Definitions Used in this Policy

- 4.1 Equality is about equal access to opportunities and protects people from being discriminated against on the grounds of protected characteristics and is a legal obligation.
 - 4.1.1 Under the Equality Act 2010 everyone is protected from discrimination based on 'Protected Characteristics' these are: Age, Disability, Gender Reassignment, Marriage and civil partnerships, Pregnancy and Maternity, Race, Religion or belief, Sex and Sexual Orientation.
- 4.2 Diversity can be described as celebrating differences and recognising that harnessing these differences contributes to the creation of an environment where everyone is valued.
- 4.3 Inclusion is endeavouring to meet the different needs of people, treating individuals fairly and respectfully to enable them to achieve their full potential and contribute to the organisation's successes.
- 4.4 Direct discrimination occurs when someone is treated less favourably than another because of a protected characteristic.
- 4.5 Indirect discrimination occurs when an organisation's practices, policies, or procedures have the effect of disadvantaging people who share certain characteristics.
- 4.6 Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
- 4.7 Victimisation occurs when an employee is treated less favourably because they have made or supported a complaint in relation to the Act, or they are suspected of doing so.

- 4.8 Harassment is uninvited and unwanted behaviour related to a protected characteristic and makes a person feel intimidated or humiliated.
- 4.9 Perceptive discrimination is a form of direct discrimination and occurs when a person is treated less favourably because others wrongly think they have a protected characteristic and treat them based on such perception.
- 4.10 Reasonable adjustments: Failure to make reasonable adjustments is where a physical feature, provision, criterion, or practice puts a disabled person at a substantial disadvantage, compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.
- 4.11 Allyship involves a person from a non-marginalised group working in partnership with a marginalised group and using their position to advocate for and further the interests of the marginalised group.

5. Roles and Responsibilities

- 5.1 Restitute expects all Directors and Managers to:
 - 5.1.1 Create a non-judgemental and supportive working environment and set a positive example by ensuring their actions and behaviours promote EDI
 - 5.1.2 Ensure reasonable adjustments are in place where applicable
 - 5.1.3 Implement the EDI Policy as part of their day-to-day management of staff and in applying employment policies and practices in a fair and equitable way
 - 5.1.4 Ensure that individuals in their area are aware of their legal responsibilities and Restitute's EDI policy
 - 5.1.5 Ensure that all employees act in accordance with the EDI policy, providing necessary support and direction
 - 5.1.6 Acknowledge and value individual's differences within a team and actively promote the benefits of diversity
 - 5.1.7 Encourage employees to maximise their contribution to the work of Restitute and support them to reach their full potential
 - 5.1.8 Ensure that proper records or employment decisions are maintained, and regular reviews of employment practices are carried out
 - 5.1.9 Ensure that complaints are dealt with fairly, thoroughly and in a timely manner
 - 5.1.10 Ensure all employees are aware of the Dignity at Work policy and feel empowered to raise any concerns they have about the behaviour of another individual.

6. Human Resources Are Responsible For:

- 6.1 Providing guidance to directors, managers and staff on equality, diversity, and inclusion
- 6.2 Monitoring employment policies and practices relating to equality, diversity, and inclusion
- 6.3 Supporting managers in investigating any issues raised
- 6.4 Collating and monitoring data on ethnic origin, age range, gender, disability, belief or religion and nationality and to provide statistics about the diversity of Restitute's workforce.

7. Restitute Expects Employees To:

- 7.1 Behave in a way that respects and values the diversity of others
- 7.2 Assist the organisation to meet its EDI commitment and to avoid unlawful discrimination

- 7.3 Report discrimination where and whenever it arises – this includes discriminatory behaviour, or harassment, between colleagues and service users in the practices of a partner organisation, or in any other area of Restitute’s work.

8. *Equality, Diversity, and Inclusion Policy:*

- 8.1 Restitute will ensure the EDI policy is accessible and understood by employees.
- 8.2 All employees must embrace, promote, and celebrate diversity within the working environment and confront and challenge discrimination wherever it arises.
- 8.3 Restitute will strive to create a working environment that advocates for dignity and respect for all.
- 8.4 We will take positive action to develop an inclusive culture where individual differences and the contributions of our employees are recognised and valued.
- 8.5 Restitute will not tolerate discrimination because of a protected characteristic (age, disability, gender reassignment, race, religion or belief, marriage or civil partnership, pregnancy or maternity, sex, or sexual orientation).
- 8.6 In addition, Restitute will not discriminate because of working patterns, or trade union membership, nor will we tolerate harassment or bullying on these or any other grounds.
- 8.7 Restitute will seek to ensure that all staff have equal access to the full range of facilities and that adjustments to working and learning practices are considered wherever reasonably possible, to provide equality within the working environment.
- 8.8 Restitute will monitor our EDI workforce data so that we can strive to reflect the communities we serve.
- 8.9 Restitute will monitor our recruitment practices and act, if required, to ensure that we attract applications for staff and volunteers from the communities we serve and / or seek to serve.
- 8.10 Restitute will monitor our EDI service user data where possible, to enable us to address any gaps and set targets to enhance our services for those we work with.
- 8.11 We will develop and implement an EDI strategy to further embed and advance EDI practice in Restitute.
- 8.12 We will build networks and allyships with relevant organisations and communities to continue to develop EDI best practice and support colleagues and service users to the best of our ability.

9. *Training*

- 9.1 Restitute’s employees should be made aware of this policy as part of their induction.
- 9.2 Restitute’s employees are all required to complete equality and diversity training as part of the training package upon induction.
- 9.3 Restitute will regularly organise additional, mandatory EDI training as appropriate, to inform best practice e.g., LGBTQ+ training.
- 9.4 We will seek to collaborate and involve employees and service users and any other interested parties on EDI issues and initiatives and strive to raise awareness of the importance of EDI in the communities we serve.

10. *Monitoring:*

- 10.1 **Compliance** of this policy will be monitored by the HR Department and EDI Lead as applicable, in consultation with the employee forum.
 - 10.1.1 An annual report will be produced detailing EDI progress in relation to the EDI strategy and action plan.

10.1.2 Training completion statistics are reported on quarterly by the Quality and Development Manager and presented to the Safeguarding Advisory Group.

10.2 Non-compliance:

10.2.1 Employees should be aware that they can be held personally liable as well as, or instead of, Restitute for any act of unlawful discrimination.

10.2.2 Employees should be aware that those who commit serious acts of harassment may be guilty of a criminal offence.

10.2.3 Acts of discrimination, harassment, bullying or victimisation against employees are disciplinary offences and will be dealt with under the organisation's disciplinary procedure.

10.2.4 Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

10.3 Employee complaints:

10.3.1 If you consider that you may have been unlawfully discriminated against, please refer to the organisation's grievance procedure and contact your line manager. If this is not possible, please contact the Chief Executive (ceo@restitute.org)

10.3.2 If your complaint involved bullying or harassment, the grievance procedure is modified as set out in the Dignity at Work policy.

10.4 Service user/Visitor/Contractor/Members of the Public complaints:

10.4.1 Complaints from any of the above should be referred to the Chief Executive (ceo@restitute.org).

11. Policy Review

11.1. This policy will be reviewed by the HR Manager on an annual basis and will be updated where necessary.

Appendix A

Protected Characteristic Definitions

Under the Equality Act 2010 everyone is protected from discrimination based on ‘protected characteristics’ these are:

- **Age:** The Act protects people of all ages. However, if different treatment because of age can be justified and is a proportionate means of meeting a legitimate aim, this will not be considered discrimination.
- **Disability:** A person has a disability if they have a physical or mental impairment which has a substantial and adverse long-term effect on that person’s ability to carry out normal day-to-day activities.
- **Gender Reassignment:** A person who is proposing to, or is currently undergoing, or who has undergone a process to change their gender. A person will not necessarily have to be planning, or undergoing a medical procedure to change their sex, but they must be taking steps to live in their new gender, or proposing to do so, e.g., coming out to friends. This characteristic is also inclusive of people identifying as genderfluid and non-binary. A more inclusive term may be ‘people of trans experience.’
- **Marriage and civil partnerships:** The Act protect employees who are married or in a civil partnership.
- **Pregnancy and Maternity:** Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably due to breastfeeding.
- **Race:** Refers to a group of people defined by their race, colour, or nationality, ethnic, or national origins.
- **Religion or belief:** This includes any religion, as well as a lack of religion (for instance service users and employees are protected if they do not follow a certain religion). Belief includes religious and philosophical beliefs including lack of belief. Generally, a belief should affect your life choices or the way you live.
- **Sex:** A man or woman. i.e., being male or female.
- **Sexual Orientation:** Defined as a person’s sexual attraction towards their own sex (gay or lesbian), the opposite sex (heterosexual) or to both sexes (bisexual).