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1. Purpose

The policy’s purpose is to demonstrate the Charity’s commitment to:

- providing equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time
- best supporting service users, regularly reviewing the diversity questions we ask; going beyond these statistics to look at where people fall within and between groups to make sure we meet their needs
- not unlawfully discriminating because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- opposing and avoiding all forms of unlawful discrimination in employment. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

2. Scope

2.1. Subject area:

Equality, diversity, and inclusion in all aspects of the Charity’s work.

2.2. Individuals:

policy relates to all those working for, or on behalf of Teens Unite, including volunteers and trustees.

3. Policy

The Charity commits to:

encourage equality and diversity avoiding unlawful discrimination on the grounds of age, gender, gender-reassignment, disability, ethnicity, marriage or civil partnership, pregnancy or maternity, religion or belief, sex, or sexual orientation.

- a Diversity & Inclusion Steering Group which includes representatives from our Board of trustees and our Young Ambassadors Board. This group, with lived experience, holds the organisation to account for a continuous action plan to drive improvement and continuously adapt.
- create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued

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- continuous improvement to our way of working to be more inclusive and equal, ensuring the support we give is impartial, neutral, and universal
- ensuring that all data collected regarding diversity is managed in line with strict information governance guidelines

This commitment includes training all staff in their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

All staff should understand they, as well as the Charity, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, during their employment, against fellow employees, service users, supporters, volunteers, and the public.

3.1 The Charity further commits to:

- take seriously any complaint of bullying, harassment, victimisation and unlawful discrimination by fellow employees, beneficiaries, volunteers, supporters, suppliers, visitors, the public and any others during the Charity’s work activities.

Such acts will be dealt with as misconduct under the Charity’s grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- make opportunities for training, development, and progression available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the Charity.
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.

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Monitoring will include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and acting to address any issues.

The equality policy is fully supported by Senior Management and has been agreed the Board of Trustees

Details of the organisation's grievance and disciplinary policies and procedures are made available to all staff. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Associated Documents

Procedures
Grievance
Disciplinary

Forms

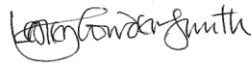
Revision History

Version No.	Reason for Revision	Document Author	Date
0	New document		

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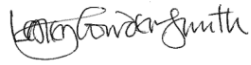
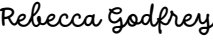

Document Approvals

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Name	Position	Signature	Date

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Approval				
Name	Position	Signature	Date	
Document Control Approval				
Lesley Lowden-Smith	Operations Manager		September 2023	
Trustee Approval				
Rebecca Godfrey	Trustee–Operational Lead	Signed Electronically 	September 2023	
CEO Approval				
Roxanne Lawrance	CEO		September 2023	

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