

Equality, Diversity and Inclusion Policy

1. Introduction

WAY Widowed and Young is dedicated to encouraging a supportive and inclusive culture in which differing ideas, abilities, backgrounds and needs are fostered and valued and where those with diverse experiences feel welcome and are able to participate and contribute.

Our membership is young, vibrant and diverse and we recognise that people with different backgrounds, skills, experiences and attitudes can offer new ideas and perceptions. We aim to encourage and harness these differences throughout our organisation to ensure our services are inclusive, relevant and meet the needs of our growing membership. It is within our best interest to promote diversity and equality within our charity and recognise that this will enhance our effectiveness in carrying out our work.

We will foster a supportive and inclusive culture for our members, volunteers, staff and other stakeholders. WAY Widowed and Young recognises that this is an ever-evolving requirement.

2. Statement of Commitments.

This policy sets out our commitment to:

- 2.1 Promote an environment that is free from discrimination and prejudice.
- 2.2 Ensure that we're as inclusive as possible in all areas of our work and operations, whether that's providing services for those widowed young, raising awareness, or as an employer.
- 2.3 Comply with UK equalities legislation and our other external obligations including: equality standards set by contracts, regulatory requirements, accreditations and good practice schemes.
- 2.4 Create an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated (ref WAY's Harassment and Bullying Policy)
- 2.5 To ensure that we provide opportunities for WAY members to be involved in the design and implementation of services.
- 2.6 To ensure opportunities to represent the organisation publicly are member led and representative of diverse communities.
- 2.7 To promote equality in the workplace and regularly review all our employment practices and procedures so that fairness is always maintained.
- 2.8 To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- 2.9 Make our staff and volunteers aware of their responsibilities and know how and where to seek support to actively uphold and champion equality, diversity, and inclusion. See point 4, and point 7 for further details.
- 2.10 Ensure robust diversity-related data collection to better understand our members and audiences.
- 2.11 Actively promote our services and opportunities to a wide range of diverse communities from all backgrounds to ensure we are able to reach as many people as we reasonably can who are widowed and young and to ensure that those eligible from diverse communities know that the charity is for all and that they will be made welcome.
- 2.12 Monitor and review this policy annually.

2.13 This policy applies to:

- > all our people including members, staff and volunteers
- > third-party UK providers and partners.

Our intention is to ensure that no user of WAY Widowed and Young's services; member, job applicant or employee receives less favourable treatment due to a protected characteristic (i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation), unrelated criminal convictions, or membership or non-membership of a trade union. All employees have a responsibility to co-operate with measures to ensure equal opportunity and non-discrimination.

We recognise our responsibilities under government laws as detailed in the Equality Act (2010). We are passionate about meeting these responsibilities and going further to ensure that equality and diversity is truly embedded in all that we do. We have established a Modern Slavery Act Statement, in compliance with the [Modern Slavery Act 2015](#) that we will not knowingly support or deal with any businesses involved in slavery or human trafficking.

3 Our Standards

3.1 No unlawful discrimination shall occur in the support and management of our staff and delivery of our services, and all decisions shall be objective and fair with individual circumstances taken into account.

3.2 Our services will take a person-centred approach, and diversity considerations will be incorporated into processes and delivery to ensure that all our services are accessible to all; we prevent discrimination and we protect the dignity of our members.

3.3 We expect all our staff and volunteers will use appropriately inclusive language and behave in a way that will uphold the dignity of members, colleagues and stakeholders.

3.4 We commit to providing and supporting channels for our members to have their voices heard. This includes opportunities to network with one another, and feedback to organisational proposals. For example, the diversity working groups group.

3.5 Ensure that recruitment & selection, and promotion is transparent merit-based and fair. We commit to providing training on equal opportunities and unconscious bias, to support these objectives.

3.6 Where reasonable we will make tailored adjustments to accommodate the needs of our staff, volunteers and members

3.8 Create a working environment that values difference and is free from prohibited discrimination, victimisation, bullying or harassment. Any individual who experiences or witnesses discrimination / harassment is encouraged to report it. All complaints will be taken seriously, promptly and thoroughly investigated, and dealt with in a sensitive and effective manner.

Further details are set out in our [Harassment and Bullying](#) Policy

3.11 The portrayal of under-represented groups within our campaigns and materials should be balanced, and not reinforce stereotypes.

3.12 We will maintain clear policies in place to ensure that fundraising practices do not put pressure on, or take advantage of people in vulnerable circumstances. This could include, for example, speakers of English as an additional language, older persons or disabled persons / person with disabilities.

4. Responsibilities

4.1 The **Board of Trustees** are responsible for championing equality, diversity and inclusion and ensuring that the policy is consistent with the fundamental principles and that resources, support and leadership is provided to ensure this policy can be meaningfully implemented

4.3 The **Chief Executive** is the policy owner and is responsible for ensuring that this policy is fit for purpose and up to date.

4.5 **WAY Operations Team** are responsible for implementing the policy and role modelling inclusive behaviour and providing support to members and volunteers

4.6 Our **members and volunteers** are responsible for championing equality, diversity and inclusion, understanding how the policy relates to their role, and reporting cases of discrimination, harassment, and unfair treatment.

5 Laws and regulations

5.1 This policy ensures our compliance with the requirements of relevant UK legislation including the *Equality Act 2010*, *The Fair Employment and Treatment (Northern Ireland) Order 1998*, and the [Modern Slavery Act 2015](#).

6 Monitoring and compliance

6.1 All diversity-related staff and volunteer, members and complaints data, will be captured and actively monitored, to ensure our policy and strategies are working effectively in practice and inform their development.

6.2 Diversity-related actions and targets within the charity strategy plan will be monitored and reported on.

6.3 We will undertake regular surveys in order to collect the views of our people, including seeking feedback from our people in relation to diversity. This survey will enable analysis by demographic.

7 Training and support

7.1 All our staff will have access to training through mandatory and recommended routes to assist them to translate the requirements of this policy into practice.

7.2 WAY Volunteers will be recommended to attend training and will have access to a range of resources

Other relevant WAY policies

The following policies of WAY Widowed and Young may also be relevant to safeguarding matters:

- (a) Complaints Policy
- (b) Bullying and Harassment Policy
- (c) Membership Policy Inc. Code of conduct
- (d) Data protection policy
- (e) Privacy Policy
- (f) Confidentiality Policy

Changes to this policy

WAY Widowed and Young, reserve the right to change this policy at any time, in which case the amended policy will be updated on our website and will apply from that date.

The format and content of our website changes constantly. It is recommended that users refresh their browser each time they visit our sites to ensure that the most up to date version is accessed

Our Contact Details

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Policy Control

Version	1	Issue Date MM/YY	06/20	Last Review Date MM/YY	06/20	Next Review Date MM/YY	05/23
Signed (Chair or Trustee)	Agreed by WAY Board of Trustees, Meeting Date 11 ^h May 2023						

****END OF POLICY***

Appendix 1: definitions

What we mean by Equality, diversity and inclusion

Equality: ensuring people are not treated less favourably; unjustifiably. Specifically on the basis of one or more protected characteristics¹ defined by the *Equality Act 2010* and other anti-discrimination legislations.

Diversity: recognising and valuing the benefits of different perspectives, backgrounds and experiences. Also, identifying and acknowledging under-representation, and taking active steps to address it through: initiatives, policies, and systemic change.

Inclusion: actively embracing people with diverse perspectives, backgrounds and experiences. And creating an environment that enables us all to feel a sense of belonging, and where we can achieve the extraordinary together.

Equality, diversity and inclusion are not identical, but they are reliant on one other to tackle discrimination. For example, we cannot achieve real inclusion unless we embrace equality and diversity. We often use diversity as umbrella term to describe any of our equality, diversity and inclusion initiatives.

Unlawful discrimination

When a person or group of people is treated less favourably than another person or group of people would be treated based on their protected characteristic or * religious or political opinion. **Only in Northern Ireland*

Each of the above, are grounds covered by current anti-discrimination legislation in the UK, Isle of Man and Channel Islands.

¹ *The protected characteristics covered anti-discrimination laws are: age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Political opinion is a protected characteristic in Northern Ireland only.*

Types of discrimination

> **Direct discrimination** – treating someone unfairly because of their protected characteristic

> **Indirect discrimination** – A practice, policy or rule applied to everyone that may at first appear fair or neutral, but puts people of a particular protected characteristic at a disadvantage

- > **Discrimination by association** – a person is treated unfavourably because of another person’s protected characteristic
- > **Discrimination by perception** – when someone is treated unfairly because others believe they have a protected characteristic
- > **Victimisation** – a person is treated less favourably because they have or is expected to complain about discrimination
- > **Harassment** – unwanted conduct that has the purpose or effect of violating a person’s dignity of creating an intimidating, hostile, degrading, humiliating or offensive environment.
- > **Bullying** – as persistent, offensive, abusive, intimidating or insulting behaviour, abuse of power or unfair sanctions which make the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress

Positive action

When an employer or organisation takes positive steps to help or encourage certain groups to participate in activity or overcome or minimise disadvantages. For example, offering leadership developing training to women when an organisation has identified that that women are under-represented in senior leadership roles.

This measure stops short of allowing preference to be given to less qualified applicants (e.g. employing or promoting an individual solely because they are from an under-represented group regardless of their suitability for the position); this is considered positive discrimination and is unlawful.

Occupational Requirement

There are times when it is fair and lawful to state a preference for a person of a particular sex or a particular ethnic origin. This is when you can prove that it is essential for the purposes of the job to be of a particular sex or to come from a particular ethnic background. This is referred to as an occupational requirement

Reasonable Adjustments

Under anti-discrimination legislation (e.g. *Equality Act 2010*) employers are required to make reasonable adjustments for disabled staff. This means making changes to a disabled person’s environment or the way their employment is structured to mitigate any disadvantages, and allows them to work safely and productively. This may include, removing physical barriers, providing extra support, and providing flexibility.

Provides a mechanism for staff to raise genuine concerns about work, our conduct or other employees’ actions where these affect the employee, with the aim to affect a speedy resolution to the problem or issue.

Appendix 2

Contacts and Sources of Further Information

Diversity Trust

<https://www.diversitytrust.org.uk/category/blogs/>

NPC

<https://www.thinknpc.org/about-npc/expertise/diversity-and-inclusion/>

Getting onboard

<https://www.gettingonboard.org/inclusion-training>

The Association of Charitable Organisations

<https://www.aco.uk.net/resources-publications/resources-diversity-and-inclusion/>

The National Council of Non-Profits

<https://www.councilofnonprofits.org/running-nonprofit/diversity-equity-and-inclusion/why-diversity-equity-and-inclusion-matter>