

Equality, Diversity and Inclusion Policy

Archway is committed to encouraging equality, diversity and inclusion among its employees, volunteers and Friends (service users), and eliminating unlawful discrimination.

The aim is for our employees / volunteers / Friends to be truly representative of all sections of society and for each employee / volunteer / Friend to feel respected and able to give their best.

In providing its services to our service users Archway is also committed against unlawful discrimination of its service users, other 3rd parties, or the wider public.

The policy's purpose is to:

- provide equality, fairness and respect for all employees / volunteers.
- not unlawfully discriminate 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 and sexual orientation.
- oppose and avoid all forms of unlawful discrimination. This includes in 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.
- ** Not everyone who is neurodivergent or has episodes of mental ill health will see themselves as having a disability but are included in the Equality Act within the disability category. Within the Equality Act a disability is classified as a physical or a mental condition which has a substantial and long-term impact on the ability to do normal day to day activities.*

Archway commits to:

- Encouraging equality, diversity and inclusion in the workplace.
- Create a working / volunteering environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all employees / volunteers are recognised and valued.

- This commitment includes training all employees / volunteers about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include employees / volunteers conducting themselves to help Archway provide equal opportunities in employment, volunteering, and prevent bullying, harassment, victimisation and unlawful discrimination.
- All employees / volunteers should understand they, as well as their employer (Archway), can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, service users, other 3rd parties and the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by employees / volunteers, service users, visitors, other 3rd parties, and the public in the course of Archway's activities.

Such acts will be dealt with as misconduct under Archway's Disciplinary and Grievance Policy, and 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 progress available to all staff / volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency Archway.
- 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 also update them and the policy to take account of changes in the law.

- Monitor the make-up of Archway regarding 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 the equality, diversity and inclusion policy.

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

The equality, diversity and inclusion policy is fully supported by the Archway Board of Trustees. Employees were consulted in the creation of this policy and will be part of the policy review process.

Details of Archway's disciplinary and grievance policy can be found on Sharepoint in the Policies folder.

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

Review Process:

This policy will be reviewed as per our Policy Document Control Spreadsheet, but if there is a change to legal requirements or operational needs it will be reviewed and updated accordingly.