



Equality and Diversity Policy

This policy applies to YES job applicants, employees, Trustees, students and volunteers and will be implemented within the framework of current legislation including the Equality Act 2010 with the Public Sector Equality Duty.

YES is committed to encouraging equality and diversity in all aspects of its activities. The aim is for our workforce and service-user base to be truly representative of all sections of society and for each employee, volunteer and student to feel respected and able to give their best. YES, as a workplace and a public service, is equally committed to tackling discrimination, harassment and victimisation against any of the nine protected characteristics:

- Age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Should an incident of discrimination, harassment or victimisation occur, we recognise our duty to eliminate it, whilst simultaneously advancing equality and fostering good relationships between those with a protected characteristic and those who do not. Under the Public Sector Equality Duty, YES ensures that, as an organisation, we remove or minimise disadvantage caused by people having a protected characteristic; take measures to ensure needs are met by people with a protected characteristic; and encourage people from protected groups to participate in public life. YES is committed to making any reasonable adjustments to ensure those with a protected characteristic are able to participate in YES activities, be that a staff member, Trustee or service-user.

Dissemination of this Policy

The 'Welcome Leaflet' for students gives information about their rights, including rights to Equal Opportunities and Inclusion.

The policy will be communicated to new staff, Trustees and volunteers at induction. It will be referred to during supervision and tutorial sessions following teaching observations.

Policy Statement

The Youth Education Service will adhere to the requirements of the Equality Act 2010 by not discriminating, either directly or indirectly*, against learners, staff, Trustees or volunteers on the grounds of the nine protected characteristics:



Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

There will also be no discrimination against:

- students due to the behaviour of their parents and/or siblings
- any individual because of their association with another individual who has a protected characteristic

YES Commitment, we will:

- create an environment in which individual differences and contributions of all our staff are recognised and valued and which promotes dignity and respect to all. No form of discrimination, intimidation, bullying, victimisation or harassment will be tolerated.
- ensure that the services it provides are accessible to all with any reasonable adjustments made, and endeavour to positively encourage and benefit people from disadvantaged groups
- supply specialist aids and facilities to enable disabled people to participate fully
- ensure equalities, diversity and inclusion training is delivered to all staff including training in unconscious bias
- ensure that training, development and progression opportunities are available to all staff
- monitor any issues that arise within the organisation and take appropriate action, fully supporting any person in the organisation who is faced with prejudice or discrimination
- scrutinise our CRM data and learner feedback to monitor for parity of progression and positive impact across all service users and employ an equalities action plan if necessary
- undertake an annual evaluation process to ensure that the policy is clear, in keeping with current legislation and being adhered to
- treat seriously any breaches of the policy, regarding them as misconduct which may lead to disciplinary proceedings

We recognise that Staff and Student recruitment and the delivery of our service are key areas for implementing this policy so deal with these, in further detail, below:

Staff/Trustee Recruitment

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

Applicants for posts will be given clear and accurate information through advertisements, job descriptions and interviews to enable them to assess their own suitability for a post. All Person Specifications will include only requirements that are necessary and justifiable for the effective performance of the job, as requirements that are convenient, rather than necessary, may be indirectly discriminatory. Vacancies will be given as wide a circulation as possible to staff who are likely to possess appropriate qualifications or have relevant experience and using a variety of platforms, some aimed at those with a protected characteristic. During the selection process, any reference to name, age, gender or address is removed and ensure any new member of staff responsible for recruitment will be trained to select using this process. All interviews will be thorough, conducted on an objective basis and shall deal only with the applicant's suitability for the job and ability to fulfil the job requirements. Any applicant's access needs will be met.

Student Recruitment



In promoting our service we will aim to reach the full spectrum of those who could benefit. This will include the use of radio, internet, leaflets and flyers and word of mouth. YES staff will outreach widely to find potential students. YES may decide to use the 'Positive Action' clause of the Equality Act 2010, which allows for the setting up of courses specifically for a certain group, such as Afro-Caribbean boys or Roma children.

Service Delivery

We seek to improve the learner's experience of education and training and help them to aspire, achieve and progress. In order to achieve this, Equality and Diversity must be addressed at all levels, including activity, lesson planning, schemes of work and resources. Every attempt is made to ensure learning materials, where possible, portray positive images of people while also reinforcing anti-discriminatory language and images of all individuals and groups. We aim to prepare our students for the world of work, higher education and citizenship, by equipping our staff with the skills to meet this agenda.

Rights of Disabled People

We will:

- Make reasonable adjustments to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (YES will seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment)
- Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments to allow them to be able to do the job.

Monitoring

In order to know whether our advertising of posts, and promotion of our service, is reaching its potential, we will monitor age, disability, gender reassignment, race, religion or belief, sex and sexual orientation of both applicants for employment and applicants for our educational services. This will be done through questionnaire completed by job applicants and enrolment forms completed by students. Recruitment, retention and achievement of students will be analysed against these headings, and, where appropriate, targets set for improvement.

Workplace discrimination

Any employee who feels they have been discriminated against, either directly or indirectly,* during their work, should raise the matter with their line manager. Initially the employee and manager should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear. If they are dissatisfied with the outcome, the complaint is very serious, or their line manager is the cause of the complaint, the employee should raise the matter, in writing, as a formal grievance under the YES Grievance Procedure. Any student or volunteer who feels they have been discriminated against, should follow a similar procedure, which is outlined in the student handbook and volunteer agreement.

Victimisation

Victimisation is defined in the Act as: treating someone badly because they have done a 'protected act' (or because you believe that a person has done or is going to do a protected act. Individuals are protected against victimisation if they:

- make a claim or complaint of discrimination under the Equality Act
- give evidence or information to help someone else who has made a complaint or a claim under the Act
- do anything else which is related to the Act



- say that someone has done something unlawful under the Act. These are called **protected acts**.

The individual doesn't have to complain about their own discrimination and they don't have to have a **protected characteristic** themselves.

Harassment

Harassment is persistent unsolicited and unwelcome workplace behaviour that adversely affects the dignity of the recipient. Where such behaviour is motivated by protected characteristics it also amounts to discrimination. Any form of harassment is a potential disciplinary matter.

Implementation of this policy

The YES Trustees fully support this policy and are responsible for overseeing its implementation and for monitoring its effectiveness. On a day to day basis the Management Team is responsible for implementation. YES has drawn up an Action Plan detailing how it will deliver this policy.

All applicants and prospective volunteers will be informed of this policy. Appropriate training and guidance will be provided to develop equality and diversity. Adequate resources will be made available to fulfil the aims of this policy. The policy will be widely promoted, and copies will be freely available on the Yes Teams network. The policy will be monitored and reviewed annually.

February 2022

To be reviewed by February 2024

* indirect discrimination occurs when an organisation's practices, policies or procedures have the effect of disadvantaging people who share the protected characteristics