

MY B4G CAREER

MyBigCareer Equity, Diversity and Inclusion Policy

| | |
|------------------------|---|
| Approved by |  |
| Date approved | 3 rd March 2022 |
| Date for review | 3rd March 2024 |

| | |
|-------------------------|-----------------|
| Trustee Champion | Kuldeep Kaur |
| Staff Champion | Sophia Westbury |

MyBigCareer Equity, Diversity and Inclusion Policy

MyBigCareer is committed to encouraging equity, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce and volunteers to be truly representative of all sections of society and for each employee and volunteer to feel respected and able to give their best. The charity, in supporting young people from disadvantaged backgrounds, is also committed against unlawful discrimination of members of the public. This reflects one of our core values which is Compassion First – we challenge inequity.

The policy's purpose is to:

- provide equity, fairness and respect for all in our employment and those who volunteer for the charity
- not unlawfully discriminate because of the equity 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

We define these issues as follows:

- Diversity to mean celebrating difference. Each person is an individual with visible and non-visible differences, and these are respected.
- Equity to mean breaking down barriers, eliminating discrimination and ensuring equal opportunities. This means providing the same access to all, from both an employment, and resources perspective.
- Inclusion to mean valuing everyone. By respecting differences, visible and non-visible, everyone can feel valued for their contributions which is beneficial not only for the individual but for MBC too.

MyBigCareer commits to:

- Encourage equity, diversity and inclusion in the workplace and in our service delivery. This is good practice and reflects our core principles, supporting equity of opportunity for under-represented young people.
- 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 and volunteers are recognised and valued.
- This commitment includes training all employees about their rights and responsibilities under the equity, diversity and inclusion 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 their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, volunteers, suppliers and the public.

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, volunteers, suppliers, partners, beneficiaries and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints by employees 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, 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 organisation.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the equity 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 the workforce and Trustee Board regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equity, diversity and inclusion, and in meeting the aims and commitments set out in the equity, diversity and inclusion policy.

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

The equity, diversity and inclusion policy is fully supported by senior management. Details of the organisation's grievance and disciplinary policies and procedures are held by the Chair of Trustees (Janine@mybigcareer.org).

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.