



**YOUTH
ACTIVE**
INSPIRING YOUNG PEOPLE

Equality and Diversity Policy

This policy will be reviewed every three years, or sooner where changes in government legislation or statutory guidance require it.

Dated: September 2025

1. Policy Statement

Youth Active CIC is committed to encouraging diversity and eliminating discrimination, both as an employer and as a provider of services. We aim to create a culture that:

- Respects and values each other's differences.
- Promotes dignity, equality and diversity.
- Encourages individuals to develop and maximise their true potential.

We are committed, wherever possible, to achieving and maintaining a workforce that broadly reflects the local community in which we operate.

2. Purpose

This policy exists to ensure equality and fairness for all, in both our employment practices and the services we provide, and to prevent discrimination on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. Youth Active CIC opposes all forms of unlawful and unfair discrimination.

All employees, trustees and volunteers, whether part-time, full-time or temporary, and all service users, will be treated fairly and with respect. Decisions about employment, promotion, training, volunteering or any other benefit will be based on skills and ability.

3. Principles

Youth Active CIC's commitment to equality and diversity is:

- To create an environment in which individual differences, and the contributions of all employees, trustees, volunteers and service users, are recognised and valued.
- To create a working environment that promotes dignity and respect for all, in which no form of intimidation, bullying or harassment will be tolerated.
- To ensure training, development and progression opportunities are available to all.
- To promote equality in the workplace, which we believe is good management practice and makes sound business sense.
- To regularly review employment and volunteering practices and procedures, to ensure no applicant, member of staff, trustee or volunteer is treated less favourably than others.
- To regularly review our services to ensure they remain accessible and appropriate to all groups within society.
- To treat breaches of this policy seriously, taking disciplinary action where required.
- To provide information and training to all employees, trustees and volunteers, so they are fully aware of equality and diversity issues and their own responsibilities around them.
- To develop an Equality Action Plan, to ensure this policy is fully implemented.
- To ensure the policy is fully supported by the Board of Trustees.
- To monitor and review this policy annually.

4. Procedures

4.1 Positive Action

Youth Active CIC will act positively, using this policy as a means of making public our commitment to providing equal opportunities to all present and future employees, trustees and volunteers. We encourage all employees to apply for suitable opportunities and to seek training for promotion or in particular skills.

This policy forms part of the Staff Handbook and Contract of Employment, and training in equality and diversity is provided as part of the induction programme. Any form of discrimination by an employee, trustee, service user or volunteer is treated very seriously and, where appropriate, dealt with using the Disciplinary Procedure. Youth Active CIC aims to ensure that the Board of Trustees reflects the diversity of our service users.

4.2 Positive Discrimination

Positive discrimination is illegal, and the recruitment of 'quotas' of particular groups is also illegal. Discrimination in selection in order to achieve or secure a balance of persons of different racial groups is not permitted under the Race Relations Act 1976.

There is one exception that may apply to certain posts at Youth Active CIC: where a genuine occupational qualification (GOQ) is necessary or desirable for a particular group or sex. Both the Race Relations Act 1976 and the Sex Discrimination Act 1975 allow for this.

5. Recruitment

5.1 Job Descriptions and Person Specifications

A job description and person specification are prepared for every post. The job description sets out the responsibilities and tasks to be undertaken; the person specification describes the qualifications, skills and abilities required, and a list of preferred criteria may also be prepared. Care is taken to ensure that neither document is discriminatory on any of the grounds set out in the Policy Statement.

5.2 Advertising

Youth Active CIC uses a range of advertising methods to attract the widest possible pool of appropriate applicants. Vacancies are normally advertised both internally and externally. All advertising will:

- Contain the statement that Youth Active CIC is an Equal Opportunities Employer.
- Ensure that no particular group is excluded, discriminated against, discouraged from applying, or made to find it more difficult to apply.
- Refer to the job description and person specification, to give clear information about the requirements of the role.
- Give clear instructions on how to obtain the application pack.

5.3 Applications and Shortlisting

All applicants are asked to complete an application form containing only information essential and relevant to the appointment. Different formats are made available wherever possible.

Applications are shortlisted by at least two people, using objective criteria and the extent to which candidates have demonstrated, in their application, that they meet the person specification and can carry out the tasks and responsibilities of the post. Formal qualifications and standards of literacy or numeracy are only taken into account where they are genuinely necessary for the role.

Staff and trustees responsible for shortlisting, interviewing and selecting candidates will be:

- Clearly informed of the selection criteria and the need for its consistent application.
- Given guidance on the effects that generalised assumptions about groups covered by the Policy Statement can have on selection decisions.
- Made aware of the possible misunderstandings that can arise between people from different cultural backgrounds.

5.4 Interviewing

- All interviews are carried out by a minimum of two people, with the names and gender of interviewers made available to candidates in advance.
- Questions are designed to gather objective evidence in support of the job description and person specification, and the same questions are asked of every candidate applying for a given role.
- Disabled candidates are asked whether they require support during the interview process, or adjustments should they be offered the position.
- Notes are taken and evidence gathered against the job description and person specification for every candidate.
- All candidates are asked about their eligibility to work.

5.5 Selection

- All candidates are scored against the job description and person specification, and the position is offered to the highest-scoring applicant, subject to satisfactory references and a DBS check where required.
- All unsuccessful candidates are informed of the outcome of their application and offered brief feedback.

5.6 DBS Policy

For certain positions, Youth Active CIC will request enhanced disclosures for employees, trustees and volunteers. This requirement will always be clearly stated in the application pack.

5.7 Ex-Offenders

Youth Active CIC will not discriminate against ex-offenders with unspent convictions, unless required to do so because of the nature of the post. All applications are considered on an individual basis.

6. Induction, Training and Monitoring

6.1 Induction and Training

All employees, trustees and volunteers follow an appropriate induction process to ensure they are equipped to carry out their role, and receive training on this Equality and Diversity Policy, its procedures and its action plan, as part of that induction.

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6.2 Recruitment Monitoring

- All applicants are asked to complete a monitoring form as part of the application pack.
- The monitoring form covers age, race, ethnic origin, religion, gender, marital status and disability. Recruitment statistics are produced annually and presented to the Board of Trustees.

7. Flexible Working

- Youth Active CIC will consider all requests for flexible working arrangements constructively and creatively, balancing the needs of the organisation with the needs of the individual employee.
- We will offer a range of flexible working arrangements and work collaboratively to identify solutions that suit both the individual and the organisation.

8. Promotion

All vacancies are advertised both internally and externally, where appropriate.

9. Training

- All employees, trustees and volunteers have access to a wide range of training opportunities, which are regularly circulated.
- Training opportunities are discussed during supervision sessions, with selection for training based on both the needs of the business, as set out in the Business Plan, and the personal development of the individual.
- Special needs and requirements of people with disabilities or caring responsibilities are taken into account wherever possible, with methods sought to help them overcome barriers to taking up training opportunities.
- Staff with management, recruitment or selection responsibilities are given guidance on implementing this policy, to ensure they understand their position in law and under Youth Active CIC's own policy.
- Induction training includes an explanation of this policy and a requirement to undertake formal training within the probationary period of employment.

10. Terms and Conditions

10.1 Annual Leave and Religious Holidays

Youth Active CIC will not ask about an employee's religion and will not discriminate against anyone wishing to celebrate their festivals. Employees are required to use part of their annual holiday entitlement to cover time off for these occasions, following the normal holiday booking procedure.

10.2 Cultural and Religious Needs

Where employees, trustees, service users or volunteers have particular cultural or religious needs, Youth Active CIC will consider whether it is reasonably practicable to meet these while maintaining the efficiency of the organisation.

11. People with Disabilities

- Youth Active CIC will make genuine efforts to recruit people with disabilities and take reasonable steps to make the workplace, and individual roles, accessible.
- We will regularly review our facilities for disabled employees, trustees and volunteers, and try to overcome any problems faced wherever possible and within the resources available.
- We will ensure that people have maximum access to employment opportunities, and to meetings and events, regardless of any disability.

12. Grievance and Disciplinary Procedures

Youth Active CIC takes any complaints of discrimination seriously and will not victimise anyone who makes one. As part of the induction process, staff are made aware of their responsibilities around equality and diversity, and told that discriminatory behaviour will be fully investigated and dealt with using the Disciplinary Procedure.

13. Bullying and Harassment

- Youth Active CIC upholds the right of all employees, service users and volunteers to be treated with respect and dignity, and to work in an atmosphere free of bullying and harassment.
- All employees, service users and volunteers are responsible for ensuring their own behaviour is sensitive to others, and for ensuring they do not condone or support bullying or harassing behaviour by others.
- All complaints of bullying or harassment are treated seriously and should be raised using the Grievance Procedure. Every complaint will be investigated and, where appropriate, the Disciplinary Procedure will be followed.

14. Monitoring

14.1 Monitoring the Workforce

Employees, trustees, volunteers and service users are asked to complete a monitoring form on appointment. Monitoring forms are reviewed annually, with statistics presented to the Board of Trustees. Recruitment monitoring is carried out as set out in Section 6.2.

14.2 Service Provision

Youth Active CIC will make every effort to ensure that its services are sensitive and appropriate to the needs of all groups wherever possible, including the needs of minority groups. We will take care to avoid unintentionally discriminatory language appearing in any published, printed or spoken material, and will continue to take a leading role in combating discrimination in all its forms. Youth Active CIC will work with others to ensure that the diversity of the communities we serve across the London Borough of Newham is recognised and celebrated.

15. Responsibility

It is the Chief Executive's responsibility, with the support of the Board of Trustees, to ensure the implementation of this Equality and Diversity Policy. Appropriate funds will be sought to implement approved aspects of the policy that require special or additional resources.

All employees, trustees and volunteers have an individual responsibility to:

- Follow the procedures introduced to ensure equal opportunity and non-discrimination.
- Draw the attention of management to suspected or alleged discriminatory practices.
- Refrain from harassing or intimidating other employees, trustees, volunteers, clients or visitors of Youth Active CIC.

16. Monitoring and Review

This policy will be monitored and reviewed annually by the Board of Trustees, in line with the commitment set out in Section 3.

It should be read alongside Youth Active CIC's Behavioural Policy, Complaints Procedure and Health and Safety Policy.