



# Equality, Inclusion and Diversity Policy

## At a glance

This policy sets a framework for the principles of Equality, Inclusion and Diversity policy.

## Who this policy applies to

This policy applies to all members of staff who work under a contract of employment with Harry's Rainbow, volunteers and to members of the Board.

## Policy status

This policy is owned by the Board of Trustees. It is non-contractual and may be updated or changed by the Board at any time. Colleagues are reminded that it is their responsibility to keep up to date with policy changes.

Harry's Rainbow is committed to the principle of equal opportunity in employment, volunteering, service use, and stakeholders.

The terms equality, inclusion and diversity are at the heart of this policy. Equality means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. Inclusion means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. Diversity means the celebration of individual differences amongst the workforce, volunteers, service users and stakeholders. We will actively support diversity and inclusion and ensure that all our employees, volunteers, service users and stakeholders are valued and treated with dignity and respect. We want to encourage everyone associated with our business to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All job applicants, employees and workers, including agency workers, volunteers, service users and stakeholders are covered by this policy, and it applies to all areas of our operation including recruitment, selection, training, development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

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Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals at Harry's Rainbow as it seeks to develop the skills and abilities of its people and associates. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee, volunteer, service user and stakeholder to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the charity.

Management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant, employee, worker, volunteer, service user or stakeholder receives less favourable treatment because of a protected characteristic within the Equality Act 2010 which are race, including colour, nationality, ethnic or national origin and caste; religion or belief; disability; sex; sexual orientation; pregnancy or maternity; gender reassignment; marriage or civil partnership; and age. In accordance with our overarching equal treatment ethos, we will also ensure that no one is treated less favourably on account of their trade union membership or non-membership, or on the basis of being a part-time worker or fixed-term employee. The charity's objective is to ensure that individuals are treated solely on the basis of their relevant aptitudes, skills and abilities.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity. We do this by publishing this policy on our website and making it available for reading.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice. Management of the charity has the primary responsibility for successfully meeting these objectives by:

- not discriminating in the course of engagement against employees, workers or job applicants;
- not inducing or attempting to induce others to practise unlawful discrimination;

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- bringing to the attention of our workforce and volunteers that they may be subject to action under the disciplinary procedure, or other appropriate action, for unlawful discrimination of any kind.

You can contribute by:

- not discriminating against fellow employees, workers, beneficiaries, volunteers, suppliers or members of the public with whom you come into contact during the course of your duties;
- not inducing or attempting to induce others to practise unlawful discrimination;
- reporting any discriminatory action to the management of the charity

The successful achievement of these objectives necessitates a contribution from everyone, and you have an obligation to report any act of discrimination known to you.

If you consider that you are a victim of unlawful discrimination you may raise the issue through the Grievance Procedure for employees, your Line Manager as a volunteer or Family Liaison Officer as a beneficiary. You can escalate your concerns to the CEO or Chair of the board at any time.

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