



Equality, Diversity and Inclusion Policy

YCT is committed to encouraging equality, diversity and inclusion among its workforce, contractors and clients, and eliminating unlawful discrimination.

The aim is for all aspects of YCT to be truly representative of all sections of society, and for everyone involved in YCT to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers, clients or the public.

This Policy's purpose is to:

1. Provide equality, fairness and respect for all.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. 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

- selection for employment, promotion, training or other developmental opportunities
- Access to services

YCT commits to:

1. Encourage equality, diversity and inclusion as they are good practice and make business sense

2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued.

This commitment includes training all staff and volunteers about their rights and responsibilities under the Equality, Diversity and Inclusion Policy. Responsibilities include staff conducting themselves to help YCT provide equal opportunities in employment and provision of services, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of YCT's 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 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.

4. 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.

5. Make decisions based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and this policy to take account of changes in the law.
7. Monitor those who work for and on behalf of YCT regarding information such as 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.
8. Provides a safe working context, which recognises that women experiencing menopause symptoms feel confident to discuss it and ask for support and any reasonable adjustments so they can continue to be successful in their working roles.

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.

Agreement to follow this policy

The Equality, Diversity and Inclusion policy is fully supported by the YCT Board

Our disciplinary and grievance procedures

Details of the organisation's Grievance and Disciplinary policies and procedures can be found within YCT's file of policies. These include with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's Grievance or Disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.