



## **The Foundry International Ltd – Equity, Inclusion and Diversity Policy**

### **Policy Statement**

The Foundry International Ltd ('The Foundry') is committed to ensuring that everyone who uses our services, including staff, contractors and volunteers are treated fairly and with dignity. As an organisation we recognise that not everyone starts from the same place or receives equal treatment. We acknowledge that there is innate value in every individual and we seek to prioritise the other person's needs and concerns in the spirit of mutuality and friendship regardless of their age, sex, race (including colour, nationality, ethnic or national origin), disability, sexual orientation, religion or belief, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave (protected characteristics).

The purpose of this policy is to set out the steps that The Foundry will take to ensure that all feel loved, valued and are treated with dignity and respect. It will also ensure that our working practices support our statutory responsibilities.

### **Who is the policy for?**

This policy applies to all trustees, staff, contractors, volunteers, and any child, young person or adult (known as beneficiaries) who comes into contact with, or accesses, the services of the Foundry.

### **Our equality, inclusion and diversity principles**

We will adhere to the following principles when discharging their duties to ensure that all are loved, valued and treated with dignity and respect:

- **Treating people fairly is everyone's responsibility** - we all have a collective responsibility to read and implement this policy and its procedures.
- **Policy and procedures** – will be in place and reviewed at least annually.
- **Inform** - we all have a collective responsibility to share information about any discrimination that has or is taking place in accordance with this policy.
- **Respond** – as an organisation, we will respond and deal promptly with any feedback, issue or complaint that arises linked to discrimination or discriminatory practice of any kind.
- **Proactive** – as an organisation, we will be conscious of and actively challenge bias or prejudice to ensure that no-one is treated less favourably because of who they are.
- **Governance** – the board of trustees will ensure the systems and processes relating to this policy are effective and that there is suitable accountability within the organisation.

The below states what we will do to ensure we create a culture where all feel valued and respected:

## **Trustees, staff, contractors and volunteers**

We will ensure that:

- All understand their responsibility to read and understand the policy and their role on the promotion of a culture that prevents discrimination
- All know what action to take if they see or experience discrimination
- The policy will be embedded into inductions for all
- Individual needs are considered, recognising and valuing the differences and individual contributions that each person makes to the charity
- All are actively encouraged to participate in anti-discriminatory training, and time and resources are made available for such training;

## **Recruitment**

We will ensure that:

- Appropriate steps are taken to ensure that people who join the organisation (staff and volunteers) have equal access and opportunity, unless restrictions are required due to other considerations, such as safeguarding.
- All job descriptions will clearly state the core values we expect all to promote as part of our culture.
- All staff and volunteers are aware of the code of conduct that sets the values and behaviours that we expect. These will be clearly identified in the person specification at the point of recruitment.

## **New staff/volunteers**

We will ensure that:

- New staff and volunteers will be required to complete an application form which includes criminal conviction disclosure prior to appointment.
  - New staff and volunteers will receive a mandatory induction which includes familiarisation with this policy and how we each have a responsibility to positively contribute to The Foundry's culture.
  - All are aware of how to raise concerns if they see or experience discrimination
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## Procedure

### Reporting Discrimination

It is everyone's responsibility to develop a culture where everyone is valued and respected for who they are. A key function of this is for people to challenge any discrimination and share where they feel anything that we are doing within the organisation could be discriminatory. Discrimination is where a person is treated less favourably than another not on the merits of the case but on grounds of personal status.

#### **What should I do if I have a concern about discrimination linked to one of the personal characteristics, whether relating to myself or another person?**

- Your first step should be to raise this concern with the person who is nominated as your line manager or point of contact within a service.
- If this person is not available concerns can be raised with the Chair of Trustees.

#### **What happens after I raise my concern(s)?**

- A member of the board of trustees, or most appropriate independent person if the incident relates to a service, eg The Sutton Community Project, will be assigned to investigate.
- The investigation will be thorough, impartial and dealt with sensitively.
- A meeting with the person will be arranged, where possible, within one week of the reported incident.
- The investigator may meet with others involved in any incident or complaint.
- Everything shared at meetings is to remain confidential unless disclosure is otherwise required by law.
- Once the investigation is concluded, the investigator will make recommendations about any required action to the Board of Trustees in a report, which may include some or all of the following, depending on who is involved:
  - Specific action relating to the individual(s) are:
    - Line management actions linked to a member of staff/contactor suspected or found to be in breach of this policy. This may include training, performance management or disciplinary action.
    - Any volunteer, including trustees, found to be in breach of this policy, will be counselled on their actions and may, where necessary, be asked to cease volunteering.
    - Any person who participates in or benefits from The Foundry's activities, programs or resources who is found to be in breach of this policy will be counselled on their actions and may, where necessary, be removed from further participation or access.

- Further training or professional development for the organisation as a whole or any group within it.
- Culture and environmental changes that support embedding the organisation's values.