

Equality, Diversity & Inclusion Policy Content

This policy demonstrates compliance with the Equality Act (2010) and is essential for receiving public funds like the UKSPF. It must go beyond avoiding discrimination to proactively promoting inclusion.

1. Statement and Legal Compliance

- **Policy Statement:** A strong declaration of commitment to Equality, Diversity and Inclusion (EDI), ensuring all volunteers and applicants are treated fairly, regardless of the nine protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).
- **Legal Commitment:** A statement confirming compliance with all relevant UK and devolved nation equality legislation.

2. Inclusive Recruitment Procedures

- **Barrier Removal:** Procedures detailing how the organisation will review job descriptions, advertising channels, and application forms to remove unintentional bias and barriers.
- **Diverse Panels:** Where possible, a commitment to ensuring interview/selection panels are diverse or trained in avoiding unconscious bias.

Reasonable Adjustments

Reasonable adjustments are changes an employer makes to remove or reduce a disadvantage related to someone's disability, SEND, behaviours, etc. For example:

- finding a different way to do something
- making changes to the workplace
- changing someone's working arrangements
- providing equipment, services or support

Reasonable adjustments are specific to an individual person. They can be for physical or mental health conditions. They can cover any area of work.

What reasonable adjustments are - Acas)

- You may need an individual risk assessment – or by completing an individual risk assessment you find that you cannot make enough adjustments to ensure specific volunteering roles are safe for a person.
- A clear procedure for volunteers to request reasonable adjustments for a disability, and the commitment of the organisation to implement them where practical.

3. Training and Awareness

- **Mandatory EDI Training:** A procedure making EDI and unconscious bias awareness training mandatory for all staff and volunteers who manage or recruit volunteers. Variety of method of training delivery e.g. video, easy read etc.

4. Monitoring and Review

- **Data Collection:** A procedure for anonymously collecting and monitoring demographic data (e.g. through application forms) to assess the diversity of the volunteer base and identify any underrepresented groups.
- **Policy Review:** A commitment to regularly review the EDI policy and associated procedures to ensure they are achieving their goal of creating an inclusive environment.

This resource is part of the Toolkit created as part of Nova Wakefield District's Stronger Volunteering Project in coproduction with the Volunteer Managers Network in Wakefield District.

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