

## Equality, Diversity & Inclusion Policy

### 1. Policy Statement

Iverson Trust is committed to promoting **equality, diversity, and inclusion** in all aspects of its work, guided by principles of fairness, inclusivity, and anti-discrimination.

We aim to ensure that **all staff, volunteers, trustees, service users, and stakeholders** are treated fairly and equitably, and that barriers to participation and opportunity are removed wherever possible.

This policy does not form part of any contract of employment or terms of engagement and may be amended at any time. Iverson Trust may vary any part of this policy, including any time limits.

### 2. Equality and Diversity Statement

2.1 Iverson Trust aims to promote equality and diversity as an **employer and service provider**, ensuring these principles underpin all organisational decisions and activities.

2.2 We recognise that many people and groups face **discrimination or barriers**. We will take positive steps to prevent and redress discrimination, harassment, and victimisation, and to improve equality of opportunity.

2.3 This policy applies to all aspects of employment, including recruitment, pay and conditions, training, appraisals, promotion, conduct, grievance, disciplinary procedures, and termination of employment, as well as service delivery and engagement with stakeholders.

2.4 Iverson Trust will treat all staff, volunteers, and job applicants equally in line with the **Equality Act 2010**, which protects individuals from discrimination based on the nine **protected characteristics**:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

2.5 Reasonable adjustments will be made to accommodate disabled staff, volunteers, and service users, including adjustments to the workplace, working practices, or service delivery, in line with the Equality Act 2010.

### 3. Discrimination

The following forms of discrimination are prohibited:

**3.1 Direct discrimination:** Treating someone less favourably because of a protected characteristic.

**3.2 Indirect discrimination:** Policies or practices that adversely affect people with a protected characteristic, unless objectively justified.

**3.3 Harassment:** Unwanted conduct related to a protected characteristic that violates dignity or creates a hostile environment.

**3.4 Victimisation:** Retaliation against someone who has complained about discrimination or supported someone else's complaint.

**3.5 Complaints of discrimination** will be addressed through **grievance, disciplinary, or complaints procedures**. False allegations made deliberately in bad faith will be treated as misconduct.

### 4. Responsibilities and Accountability

#### 4.1 Board of Trustees

- Ultimate responsibility for the policy and ensuring compliance.
- Receives regular updates on equality and diversity outcomes.

#### 4.2 Chief Executive Officer (CEO)

- Implements, monitors, and evaluates the policy across staff, service delivery, and operational practice.
- Reports to the Board on compliance, risks, and progress.

#### 4.3 Line Managers and Supervisors

- Ensure team adherence to the policy.
- Embed equality and diversity in operational decisions, recruitment, and service delivery.

#### 4.4 All Staff, Volunteers, and Trustees

- Must comply with the policy and report any breaches or concerns.
- Complete mandatory E&D training and refreshers.

#### 4.5 Third Parties and Contractors

- Must comply with Iverson Trust's equality and diversity requirements when delivering services on behalf of the charity.

### 5. Recruitment, Employment Practices, and Positive Action

5.1 Recruitment, selection, training, promotion, and employment practices will be regularly reviewed to ensure compliance with this policy.

5.2 Flexible working arrangements will be considered wherever possible to accommodate staff needs, consistent with organisational and service requirements.

5.3 Iverson Trust may take **positive action** to support underrepresented or disadvantaged groups, in line with the Equality Act 2010 Section 158, to achieve legitimate aims.

### 6. Service Delivery

6.1 All staff and volunteers will consider equality and diversity principles when delivering services.

6.2 Services will be **accessible and inclusive**, and reasonable adjustments will be made for staff and service users with disabilities.

6.3 Complaints from service users will be addressed through Iverson Trust's **Complaints Procedure**, with clear reference to equality and diversity considerations.

### 7. Training and Awareness

7.1 All staff, trustees, and volunteers must complete **mandatory E&D training** during induction and refresher training at least annually.

7.2 Training covers legal obligations, organisational policy, awareness of bias, and practical steps to ensure inclusive and fair practice.

### 8. Monitoring and Evaluation

8.1 Iverson Trust will **monitor and evaluate** the effectiveness of this policy through:

- Staff, trustee, volunteer, and service user feedback

- Data on recruitment, retention, promotions, and participation by protected characteristics

8.2 Any personal information collected for monitoring purposes will comply with **data protection law** and will be **anonymised and aggregated** for reporting.

8.3 Monitoring results will be used to **inform organisational decisions and policy updates**.

## 9. Reporting and Complaints

9.1 Staff, volunteers, or trustees who experience or witness discrimination or harassment should **report it immediately** to their line manager, HR, or the CEO.

9.2 Concerns about the charity's services should be reported through the **Complaints Procedure**.

9.3 Whistleblowing is supported, and individuals **will not be victimised** for raising genuine concerns about equality, diversity, or discrimination.

## 10. Policy Review

This policy will be **reviewed regularly** and in response to:

- Legislative or regulatory changes
- Organisational changes
- Monitoring and evaluation outcomes

The Board of Trustees approves updates to ensure continued legal compliance and best practice.

Adopted by Board of Trustees on 4 April 2016

Signed: Graham Brownlee, Chair of Trustees

Reviewed: 10 September 2018

Signed: Rebecca Challoner, Vice-Chair of Trustees

Reviewed: 21 May 2021

Signed: 13 September 2021, Jane Martin, Chair of Trustees

Reviewed: 10th July 2023

Signed: Jane Martin, Chair of Trustees

Reviewed: 26<sup>th</sup> January 2026

Signed: Gail Gibbons, Chair of Trustees



protecting  
children, supporting  
families