

Equality, Diversity and Inclusion Policy

Our values

As a Company we are committed to providing a welcoming environment where every PETA employee, volunteer and learner is treated with dignity and respected for their own characteristics and abilities and in ways that value and make the best use of these abilities. We aim to promote an inclusive culture in which everyone is encouraged to be themselves and use their talents to get the very best from all that they do.

We will achieve this by:

- ▶ raising staff and trustee awareness, through training and education
- ▶ deploying a policy that provides clear guidance and definitions of what equality, diversity and inclusion means
- ▶ upholding our collective responsibility to adhere and enforce this policy and to promote a working and learning environment that is free from discrimination, victimisation, harassment and bullying
- ▶ acting on instance where individuals or groups act contrary to our policies or values

We will make it clear that discriminatory behaviour against employees, volunteers and learners is unacceptable and will not be tolerated.

Guiding principles and definitions of Equality, Diversity and Inclusion

Our policy is informed by the Equality Act 2010 and is designed to comply with the requirements of this legislation to ensure that no prospective or existing employee, volunteer or learner shall receive less favourable treatment on the grounds of definitions specified within the Act. The Equality Act defines nine protected characteristics and six types of discrimination:

Protected characteristics:

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| 1. Age | 4. Marriage and civil partnership | 7. Religion and belief |
| 2. Disability | 5. Pregnancy and maternity | 8. Sex |
| 3. Gender reassignment | 6. Race | 9. Sexual orientation |

Types of discrimination:

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| 1. Direct discrimination | Discrimination because of a protected characteristic |
| 2. Associative discrimination | Direct discrimination against someone because they are associated with another person with a protected characteristic. (This includes carers of disabled people and elderly relatives, who can claim they were treated unfairly because of duties they had to carry out at home relating to their care work. It also covers discrimination against someone because, for example, their partner is from another country) |
| 3. Indirect discrimination | When you have a rule or policy that applies to everyone but disadvantages a person with a protected characteristic |
| 4. Harassment | Behaviour deemed offensive by the recipient. Employees can claim they find something offensive even when it is not directed at them |

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| 5. Victimisation | Discrimination against someone because they made or supported a complaint under Equality Act legislation |
| 6. Discrimination by perception | Direct discrimination against someone because others think they have a protected characteristic (even if they don't) |

Responsibility and practice

We all have a duty towards upholding the principles and practice of our Equality, Diversity and Inclusion policy. Our practice is to implement a structured framework to manage equality and diversity, promote compliance with the Equality Act 2010 and to continually improve our practice. This will be achieved:

- ▶ At a strategic level, our policy will be reviewed periodically in conjunction with statistics, emerging trends and legislation to ensure it remains relevant, current and reflective of internal and external influencing factors
- ▶ Annually, we will monitor our performance to measure our success in widening participation in the recruitment, progression and success rates of learners on programme
- ▶ We will actively monitor our recruitment and staff development practice to measure our effectiveness in applying equality, diversity and inclusion to the recruitment, development, and promotion of employees
- ▶ Recruitment of staff and volunteers will be subject to DBS checks appropriate to safeguarding principles
- ▶ We will make reasonable efforts to meet the special needs of any individual arising from religious or cultural obligations
- ▶ Our centres will be reviewed for accessibility and reasonable adjustments to meet specific access needs where applicable, will be addressed where practicable. Alternative arrangements will be investigated to ensure no person is disadvantaged by not being able to access a PETA site.
- ▶ Learners will be encouraged to provide feedback and/or raise concerns through the Learner Voice mechanism and the safeguarding@peta.co.uk confidential email process
- ▶ Learners, employees and volunteers joining our organisation will receive an induction into the practical interpretation of equality, diversity and inclusion, our related company policies and expectations regarding individual conduct and non-acceptable behaviour towards others, either directly or indirectly
- ▶ Equality, diversity and inclusion will be embedded within our learning programmes
- ▶ We will deliver training events to employees to update them on changes to legislation and how these impact on our policy and practice
- ▶ We will nominate an internal champion (Equality, Diversity and Inclusion Management Representative), who will act as the lead on all matters related to Equality, Diversity and Inclusion
- ▶ We will operate a steering group who will drive forward the Equality, Diversity and Inclusion action plan, and lead on interpreting legislation policy and practice development, ensuring it is embedded and working across the business, raising any issues or sharing concerns on a practical level
- ▶ If an employee has a concern about equality and diversity, they can address this with their line manager or through the company's whistleblowing policy

Our response to breaches to our policy

We are committed to upholding our values through our practical application in everything we do. Should any instances of discrimination, victimisation, harassment and bullying arise, we will take a serious view and address these with the individuals concerned, applying a level of action appropriate to the breach in policy.

Associated Policies

There are further policies in support of this Equality, Diversity and Inclusion policy covering areas such as whistleblowing, discipline and grievance, safeguarding, data protection, behaviour and harassment and disabilities which can be found on the intranet.