

Cathays and Central Youth and Community Project (CCYCP) Equality, Diversity and Inclusion Policy

Purpose

This policy outlines Cathays Community Centre's Commitment to fostering an environment where everyone is welcomed, valued, and respected. Our commitment to equality, diversity, and inclusion is embedded in our ethos, guiding our actions and decisions to create a workplace where all individuals can thrive.

CCYCP is an equal opportunities employer dedicated to upholding human rights and complying with all equality legislation. We promote diversity and inclusion throughout our organisation, respecting and valuing individuals' differences and supporting their personal and professional growth.

This policy's purpose is to ensure we provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time. We commit to not unlawfully discriminate under the Equality Act 2010 protected characteristics of:

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.

We will further 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 development opportunities

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Legal Requirement

We acknowledge and accept our legal obligations under the Equalities Act 2010, which

prohibits discrimination in various aspects of employment based on protected characteristics, including age, disability, gender reassignment, marriage & civil partnership, pregnancy and maternity, race, sexual orientation, sex, religion or belief.

General Commitments

Promotion of Diversity: Highlight CCYCP's commitment to actively promoting diversity at all levels of the organisation, including leadership positions and decision-making roles. This could involve implementing strategies to attract a diverse pool of candidates for job vacancies and actively seeking out partnerships with diverse communities.

Accessibility: Ensure that the workplace is physically accessible to individuals with disabilities and that reasonable accommodations are made to support their participation in all aspects of employment. This could include providing assistive technologies, modifying workspaces, or offering flexible working arrangements.

Community Engagement: Emphasise CCYCP's commitment to engaging with the broader community to promote equality and diversity beyond the workplace. This could involve participating in community events, supporting local initiatives, or partnering with organisations that share similar values.

Training and Education: Consider including a section on providing ongoing training and educational opportunities for employees to increase awareness and understanding of equality and diversity issues. This could include workshops, seminars, or online courses aimed at promoting a culture of inclusivity and sensitivity.

Specific Adjustments

Specific adjustments.support mechanisms for employees can be but are not limited to:



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Transgender Employees/Gender Reassignment:CCYCP supports transgender employees and individuals undergoing gender reassignment. Upon disclosure of

personal circumstances or intention to transition, we will discuss necessary support and adjustments to ensure a supportive work environment. Employee records will be updated upon request, with sensitivity and confidentiality maintained throughout the process.

Names/Pronouns: Employees will be addressed by the name and pronouns they choose, respecting their gender identity and personal preferences.

Operation, Monitoring, Review, and Complaints

Complaints Procedure: Employees who experience harassment or discrimination are encouraged to raise their concerns promptly with their line manager. Our formal grievance procedures ensure a sympathetic handling of complaints, aiming for a satisfactory resolution to all employee concerns or dissatisfaction.

Monitoring and Reporting: Include information about how CCYCP will monitor and report on the effectiveness of the equality and diversity policy. This could involve regular reviews of key metrics, such as diversity in recruitment and promotion, and mechanisms for employees to report concerns or suggestions anonymously.

Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce 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.

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.

Our disciplinary and grievance procedures

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Details of the organisation's grievance and disciplinary policies and procedures will; be provided on request. This includes 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 3 months of the alleged discrimination.

Helpful Resources:

ACTION PLAN

CCYCP is committed to upholding this policy. To do this we will implement steps which reflect the values and commitments outlined above. We will continually update and report organisation progress regarding the diversity of our staff and members, ensuring staff are trained and respected in regards to respecting and promoting equality and diversity. We will also encourage transparent communication in all interactions, between staff, Volunteers and with members of the public, leading with respect and tolerance with all employees expressing the notion in workplace interactions and everyday practices

CCYCP will advocate for and support the board of trustees in thinking how systemic inequities impact the work of the organisation, and we can address those inequities in a way that reflects the CCYCP's mission. We will commit to exploring more diverse leadership across the organisation, within the board of trustees and amongst staff.

CCYCP will implement several actions to help promote equality, diversity and inclusion across the organisation:

We will pursue cultural competency throughout the by creating substantive learning opportunities and work to develop and present sessions and training on equality, diversity and inclusion for those within the organisation. We will make the policy and action plan visible on the website and produce other content which can be requested by any member of staff.

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