



YMCA DERBYSHIRE

# Diversity, Equity and Inclusion Policy



Here for young people  
Here for communities  
Here for you

Version:1 / Approved

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# FOREWORD BY CEO AND CHAIR



**CEO, GILLIAN SEWELL**

The people and communities of Derbyshire are diverse and so are we. YMCA Derbyshire will work to create spaces that welcome and accept everyone regardless of who they are, what they look like or where they come from. We will celebrate our differences, learn from each other and ensure that everyone is treated with dignity and respect. This is not always about treating everyone equally but about being flexible and understanding that some people have specific needs, that need to be met if they are going to be able to benefit from being involved with us either as someone using our services, or as someone working or volunteering for YMCA Derbyshire.

We will not only tackle discrimination and unfairness where it arises, but we will be proactive in working to challenge their root causes. Our values guide everything that we do and promoting Diversity, Equity and Inclusion, and challenging inequality and discrimination are fundamental to our mission.



**CHAIR, JULIAN SMITH**

YMCA Derbyshire understand the value of diversity and we are committed to creating a culture of belonging for our staff and volunteers, and for the residents, learners and communities that we serve. We want everyone that we come into contact with to feel comfortable who they are and feel able achieve their full potential. A diverse organisation is one where a wide range of backgrounds and mindsets work together to create an empowered culture of creativity and innovation.

Everyone involved with YMCA Derbyshire has a personal responsibility to make sure the principles of Diversity, Equity and Inclusion outlined in this policy are put into practice on a daily basis. Not only because it’s the right thing to do but because it makes us stronger. This policy is fully supported by the Board and Senior Leadership team at YMCA Derbyshire who are firm in our belief that Diversity, Equity and Inclusion are a key priority and integral to our values.



# POLICY STATEMENT

The YMCA is a movement with Christian principles at its heart.

**It stands for:**

- A world-wide fellowship based on the equal value of all persons
- Respect and freedom for all
- Tolerance and understanding between people of different backgrounds
- An active concern for the needs of the community.

Our core values of Protect, Trust, Hope and Persevere are based on Christian principles affirming the equal value of all. In this, we recognise that employing a diverse workforce is integral to meeting the needs of the diverse communities of Derbyshire.

We are committed to treating everyone with fairness and respect, to increasing our knowledge of the needs of different groups and promoting good relations between people. We will create safe spaces and be proactive about creating a culture that recognises, celebrates and values difference and diversity.



# GLOSSARY OF TERMS

**DIVERSITY** is used to describe the process of recognising, respecting, and celebrating the differences that enrich our services and communities. Some examples of diversity could include race, gender, religion, sexual orientation, (dis) ability, age or lived experiences.

**EQUITY** refers to intentionally and deliberately ensuring that people have access to the resources and support they need to thrive – in particular concerning those who are underrepresented or who have been historically disadvantaged.

**INCLUSION** means nurturing a culture and environment where everyone feels welcome and accepted regardless of who they are or where they are from.

## TYPES OF DISCRIMINATION

There are various types of discrimination prohibited by this policy. The main types are:

► **Direct discrimination**  
Direct discrimination occurs where a person is treated less favorably because of a protected characteristic. For example, refusing to promote someone because they are considered too young to lead a team would constitute direct discrimination on the grounds of age. Other types of direct discrimination are:

► **Associative discrimination**  
This is direct discrimination against someone because they associate with another person who possesses a protected characteristic. For example, when someone is discriminated against because their son is disabled.

► **Perceptive discrimination**  
This is direct discrimination against an individual because others believe that they possess a particular protected characteristic. For example, where co-workers believe the individual is gay, whether correctly or incorrectly. Perceptive discrimination applies even if the person does not actually possess that characteristic.

► **Indirect discrimination**  
Indirect discrimination occurs when the same rule is applied to everyone, but it has a more significant impact on a person or group with a particular protected characteristic and cannot be justified. This is discrimination even



# YMCA DERBYSHIRE'S COMMITMENT

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though there is no intention to discriminate. For example, a requirement for UK based qualifications could disadvantage applicants who have obtained their qualifications outside of the UK; this could amount to indirect discrimination on the grounds of race.

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## ► **Victimisation**

Victimisation occurs when someone is treated unfairly because they have made or supported a complaint connected with a *‘protected characteristic’* or someone believes that they did. For example, a learner alleges that they have encountered racism from a Tutor, and as a result they are ignored by other staff members.

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## ► **Harassment and bullying**

Harassment and bullying will not be tolerated by YMCA Derbyshire. Harassment is defined as:

*‘Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual’.*

Harassment behaviour can consist of verbal abuse, racist jokes, insensitive comments, leering, physical contact, unwanted sexual advances, ridicule, or isolation. It is important to note that it is not the intention of the harasser but how the recipient perceives their behavior, which determines whether harassment has occurred.

Bullying is a form of abuse involving persistent, offensive, abusive, intimidating or insulting behaviour, abuse of power or unfair penal sanctions which makes the recipient feel upset, threatened, humiliated or vulnerable. Bullying may be emotional, verbal or physical and it is not always obvious or apparent to others. It can be between two individuals, or it may involve groups of people. Bullying, harassment and discrimination can occur in any media, not just during face-to-face interactions. For example, it may take the form of written communications, by phone, email, social networking sites, by SMS (texting), screen savers or posters. Further details of how we manage such issues can also be found in the Bullying and Harassment Policy. Anyone who feels they have been bullied or harassed can raise this either informally or formally in accordance with the Bullying and Harassment Policy.

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## ► **Institutional Discrimination**

Institutional Discrimination is where policies, procedures or working practices favour a dominant group but are unfavorable to another group/s, and this becomes embedded in the structures and norms of the life of a workplace. If anyone involved with the life of YMCA Derbyshire find examples of Institutional Discrimination, they can bring it to the attention of their Line Manager or of People Services who will then respond as appropriate.

Everyone who comes into contact with the work of YMCA Derbyshire is entitled to work, study or live in environments that promote equality and respect for all. We work within the requirements of the Equality Act 2010 by promoting a culture of dignity, respect and inclusion, and we will actively challenge any form of discrimination, should it arise.

We will not tolerate any acts of unlawful or unfair discrimination (including harassment), or unfavorable treatment based on the following protected characteristics:

- Age
  - Disability “a physical or mental impairment that has a substantial and long-term adverse effect on someone’s ability to carry out normal day-to-day activities”
  - Gender Reassignment
  - Marriage and Civil Partnership
  - Pregnancy or Maternity
  - Race, including Colour, Nationality and Ethnic or National Origin
  - Religion or Belief
  - Sex
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## ► **Sexual Orientation**

In our work we take account of individuals’ lived experiences and how these experiences can be used to benefit others. We will continuously work to maintain a culture that is open and tolerant, and where everyone feels safe and valued. The contributions of all will be encouraged and respected.

This policy applies to all conduct in the workplace and also to conduct outside of our premises that is related to our work (for example at meetings, social events and social interactions with colleagues) or which may impact on YMCA Derbyshire’s reputation e.g. the expression of views on social media, contrary to the commitments and values expressed in this policy, that could be linked to the YMCA Derbyshire.

No form of intimidation, victimization, bullying or harassment will be tolerated. Anyone who believes that they may have experienced discrimination should consider the appropriateness and feasibility of attempting to reach an informal resolution by discussion in the first instance with their line manager or with a colleague from People Services.

They may decide as an alternative, to raise the matter through the Bullying and Harassment Policy, or the Grievance Policy.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. We will ensure that anyone raising concerns in good faith will not be victimised or treated less favorably as a result of raising them.

We are committed to opposing and avoiding all forms of unlawful discrimination in relation to, but not exclusively to; pay and benefits, terms and conditions of employment, responses to grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, selection for employment, promotion, training or other development opportunities.

We will support our leaders, manager’s and all colleagues to demonstrate the principles of



# APPLICATION OF THIS POLICY

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Diversity, Equity and Inclusion in their everyday activities, roles and functions.

The rights and obligations set out in this policy apply equally to all employees, whether part-time, full-time, voluntary, temporary or fixed term and to anyone associated with YMCA Derbyshire such as secondees, agency staff, contractors and others employed under a contract of service.

This policy does not form any part of an employee's contract of employment and it may be amended at any time. We may also vary this policy, including any time limits, as appropriate in any case.

A person found to have breached this policy may be subject to disciplinary action under YMCA Derbyshire's Disciplinary Policy. Such acts will be dealt with as misconduct and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, some breaches of this policy may amount to both an employment rights matter and a criminal matter, such as in sexual assault or harassment allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.



We will work to mainstream Diversity, Equity and Inclusion into every component of our operations including marketing, events, facilities and fundraising to ensure that we are working within our values in everything that we do.

Specific areas of this application include:

## ► Recruitment

We are committed to providing equal opportunities including in the recruitment, training and development of employees.

We want our workforce to be representative of the people and communities that we serve, and we recognize that people from different backgrounds and experiences can bring valuable insights and enhance the way we work.

We will also work to attract and retain staff, volunteers, board members and visitors that reflect the diverse communities of Derbyshire and who are committed to our principles of Diversity, Equity and Inclusion.

We are committed to a fair and transparent recruitment and selection processes including providing all unsuccessful applicants at interview stage with an opportunity to receive verbal feedback. Further detail is set out in the Recruitment and Selection Policy. Where possible, we will capture applicant's diversity demographics as part of our recruitment processes to promote the elimination of unlawful discrimination.

We are a Disability Confident Employer which means we recognize the value that people with disabilities can bring to our

team. We want to recruit, develop and retain people with disabilities so that we can benefit from their skills and talents. We include a statement on our commitment to equal opportunities within all our job advertisements and job descriptions.

## ► Training and Development

We encourage everyone working for YMCA Derbyshire to develop their skills, to fulfill their potential and to take advantage of training, development and progression opportunities. Opportunities will be shared in a clear and transparent way, and we will seek to remove any barriers where we can. Selection for employment, promotion, training, or any other benefit will be fair and based on merit, competence and potential.

Central to this plan will be training on Diversity, Equity and Inclusion for all of our staff, especially those in managerial roles. New starters as part of their induction are expected to read and familiarise themselves with this policy and to complete the declaration at the back. Throughout their

employment, YMCA Derbyshire staff members must continue to ensure that this policy is properly observed and fully complied with.

## ► Promotion and Performance Management

All promotion decisions will be made on the basis of merit, and will not be influenced by any of the protected characteristics listed in the Equality Act 2010. Similarly, decisions taken on performance management will only be based on ability and performance.



# RESPONSIBILITY FOR IMPLEMENTATION

Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to remove unnecessary or unjustifiable barriers to promotion.

► **Procurement**

When we engage contractors or consultants they are often perceived as an extension of YMCA Derbyshire and we therefore expect them to operate in a way that is consistent with our policy on Diversity, Equity and Inclusion.

We expect all contractors and consultants we engage to adhere to this policy. We will commit to:

Providing all contractors and consultants with a copy of our Diversity, Equity and Inclusion policy.

Monitoring the culture, values and practices of the contractors and consultants that we work alongside.

► **During employment**

We will carry out an Equality Impact Assessment (See Appendix A) on any significant changes to our working practices to ensure that they are not disproportionately negatively impacting upon any group, and to ensure that they are inclusive.

We will monitor the makeup of our workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief and disability, to encourage Diversity, Equity and Inclusion, and to ensure that we

are meeting the aims and commitments set out in this policy.

Benefits, terms and conditions of employment and facilities available to people working for YMCA Derbyshire will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the needs of historically disadvantaged or under-represented groups.

We acknowledge that the people who work for YMCA Derbyshire will have commitments outside work, irrespective of whether these are caring responsibilities. Our Flexible Working policy offers the right to make a flexible working request after 26 weeks consecutive employment.



All YMCA Derbyshire staff members are accountable for working and treating others in a manner that is consistent with the spirit of this policy. Overall responsibility for implementing this policy lies with the Board of Trustees. All YMCA Derbyshire employees are required to undertake as a minimum online Equality and Diversity training every two years.

The Chief Executive Officer and the Senior Leadership Team have a particular responsibility for role modelling inclusive behaviours, driving and championing the ethos of this policy and ensuring that on a day-to-day basis it is adhered to by staff, volunteers and all contractors and consultants.

We have a Diversity, Equity and Inclusion Steering Group consisting of colleagues, and people who use our services. The Steering Group will work to ensure that Diversity, Equity, and Inclusion are and remain at the forefront at YMCA Derbyshire.



**Key Responsibilities of this group include:**

- Driving the development and delivery of an annual Diversity, Equity, and Inclusion work programme
- To monitor and make recommendations around a quarterly diversity, equity, and inclusion performance dashboard
- Championing and raising the profile of Diversity, Equity and Inclusion within YMCA Derbyshire
- To offer advice and support to YMCA Derbyshire around Diversity, Equity and Inclusion matters as requested
- To provide a platform for discussion of all aspects of Diversity, Equity and Inclusion and their relevance and impact on the organisation’s work
- We will carry out an annual DEI Survey to ask our colleagues how inclusive they feel we are at YMCA Derbyshire and to ask for suggestions around how we can improve.
- We will also regularly ask for similar feedback from the people who use our services. We carry out regular colleague surveys where a wider scope of feedback can be given around life working at YMCA Derbyshire.

# MONITORING AND REVIEW OF THIS POLICY

The policy will be reviewed every two years, or earlier in the event there is a change in legislation or for reasons of good practice.

This policy links to:



**Bullying and Harassment Policy**



**Complaints Policy**



**Disciplinary Policy**



**Grievance Policy**

YMCA Derbyshire

## Diversity, Equity and Inclusion Policy

I confirm that I have received a copy of the above policy and have read and understood it.

**Signed**

**Name**

**Date**



‘Diversity is a fact, but inclusion is a choice we make everyday. As leaders, we have to put out the message that we embrace, and not just tolerate, diversity.’

**NELLIE BORERRO**



‘If we want to include everyone, we have to help everyone develop their talents and use their gifts for the good of the community. That’s what inclusion means– everyone contributes.’

**MELINDA GATES**



‘Equality is giving everyone a shoe; equity is giving everyone a shoe that fits.’

**NAHEED DOSANI**

## APPENDIX A – DEI IMPACT ASSESSMENT

### Diversity, Equity, and Inclusion Impact Assessment

Name of function: <i>(policy/procedure/project/guideline/practice/proposal)</i> to be impact assessed?	
Name of Lead:	
Date Reviewed:	
Working Group Members:	
What are the aims of the function?	
Who are affected? (e.g. staff, residents, volunteers)	
Does the function disproportionately impact on any group of people?	
Is the language and content of the function inclusive?	
Are there any risks attached to the implementation of the function?	
How will the changes be communicated to the relevant stakeholders?	

**Signature of Lead**

*Please submit a copy of the completed document to People Services.*





**Here for young people**  
**Here for communities**  
**Here for you**

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

FAMILY & YOUTH WORK

HEALTH & WELLBEING

HOUSING

TRAINING & EDUCATION

SUPPORT & ADVICE