

## **Equality and Inclusion Policy**

This is a policy of ADPAC CIC and applies to all ADPAC CIC staff, volunteers and seconded staff.

Please note: Delivery Partners will have their own policies in place. It is the responsibility of The ADPAC CIC to check that these policies meet the standards of ADPAC CIC.

### **Purpose**

ADPAC CIC is committed to creating a diverse organisation that is responsive to the needs of young people and all stakeholders. This policy provides the framework of an ethos of equality and inclusion across all of the work of ADPAC CIC, so that staff and young people have clear expectations and understanding of that ethos. ADPAC CIC is dedicated to ensuring that, wherever possible, its programmes are accessible and provide a positive experience for all young people that it works with.

ADPAC CIC has a duty under the Equality Act to ensure that it is inclusive and sensitive to the needs of the diverse group of young people that it works with, this can include measuring equality and diversity and demonstrating that we have made reasonable adjustments to ensure that young people with a protected characteristic are able to access our programmes. ADPAC CIC ethos of equality and inclusion allows us to best support and safeguard the wellbeing of young people on our programmes. Any discrimination either of or by young people will not be tolerated

- ADPAC CIC is committed to providing a safe and welcoming environment to a wide range of young people from varying backgrounds
- This policy is designed to guide staff on what constitutes a protected characteristic so that we are able to accommodate young people's needs with reasonable adjustment.
- ADPAC CIC must meet its duty under the Equality Act.

## **This Policy**

- All staff and volunteers have a responsibility for ensuring they offer all young people an environment where they feel safe and respected. This includes having an understanding of the specific needs related to any protected characteristic they may have and an ability to provide reasonable adjustment within the programme.
- Any acts of discrimination and the actions taken should be recorded on the Adverse Events portal under the correct category, the Incident Management Plan may need to be instigated in the case of a hate crime having occurred.
- Where adjustments are not possible within the scope of a programme and therefore not a reasonable adjustment, sign off must be obtained from a Senior/Head of Programmes before a young person is refused access to a programme linked to a protected characteristic. A record of the attempts to make adjustment must be made so that the grounds for objective justification can be demonstrated.

## **Contents**

• Our Ethos	3
• Protected Characteristics	
• Unlawful behavior	4
• Reasonable Adjustments	
• Examples	
• Organisational Procedures	4
• Further information	5



African Diaspora Public Affairs Committee  
Creating the Diaspora seat at the table

## Equality and Inclusion Policy

### Our Ethos

Young people who choose to engage with ADPAC CIC can expect to be treated with dignity and respect. We have a responsibility to challenge any discrimination that we may become aware of within our programmes, either by or of young people. Whenever a young person tells us something about themselves, it follows that we would attempt to make them feel as comfortable and welcome as possible. This policy helps clarify that where there is a protected characteristic, we have a duty to make reasonable adjustment, or define the objective justification why we are unable to do so.

### Protected Characteristics

As defined by the Equality Act 2010 there are 9 Protected Characteristics which are protected by law:

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

### Unlawful behavior

Under the Equality Act 2010 people are not allowed to discriminate, harass or victimise another person because they have any of the protected characteristics. There is also protection against discrimination where someone is perceived to have one of the protected characteristics or where they are associated with someone who has a protected characteristic.

Staff need to be aware that they may be subject to disciplinary procedures if they have engaged in discriminatory behavior.

- Discrimination means treating one person worse than another because of a protected characteristic (known as direct discrimination) or
- putting in place a rule or policy or way of doing things that has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified (known as indirect discrimination).
- Harassment includes unwanted conduct related to a protected characteristic which has the purpose or effect of violating someone's dignity, or which creates a hostile, degrading, humiliating or offensive environment for someone with a protected characteristic.
- Victimisation is treating someone unfavorably because they have taken (or might be taking) action under the Equality Act or supporting somebody who is doing so.

### Reasonable Adjustment

If a young person has a disability, we may have a duty under the Equality Act to offer what is referred to as reasonable adjustment to remove barriers for their engagement. According to our ethos we would look to do this across all protected characteristics.

## **Equality and Inclusion Policy**

### **These might include:**

- Change to the way we do things, if it becomes apparent a practice or informal way of doing something makes it more difficult for a young person to work with us, because of their protected characteristic, then we should change this practice unless it is not reasonable for us to do so.
- Change to a venue to accommodate accessing the facilities
- We are not required to make any changes that would fundamentally change the nature of the service we offer
- Any decision not to make changes that would allow a young person with a protected characteristic to access a programme should seek Senior/Head of Programmes sign off as we may be required to provide objective justification if this decision is challenged.

### **Examples**

There are many other adjustments we can make to accommodate young people with a protected characteristic a small number of which are detailed below. Equally there are times when there is an objective justification why we wouldn't make a change for an individual. We will always look to remove barriers where possible. Where there is a cost implication, or changes to programme delivery become significant, take management advice.

- All of our programmes have clearly defined age ranges which is acceptable to equality legislation. Any change to these age ranges would need sign off by Director of Programmes.
- Provision of colored filters or adjustment for dyslexia would be expected to allow young people to access the qualification
- Pregnancy would require a New or Expectant Mother Risk Assessment of the young person to assess if there are any additional risks to their health
- Where food is provided within programme, dietary requirements ought to be provided for
- The gender a young person identifies with may be fluid and or may be different from birth. This can provide logistical challenges, in particular on residential or regarding toilet facilities where gender neutral facilities aren't available. It is important to be supportive of all young people's needs while as ADPAC CIC we aim for gender neutral facilities, where not available take management advice and aim for the most practicable solution that is inclusive of all.
- A small amount of money can be applied for from ADPAC CIC Access Fund, to assist a young person with a protected characteristic.

## **Equality and Inclusion Policy**

### **Organisational Procedures**

- All staff and volunteers are responsible for these procedures being carried out.

### **Further information**

Information, advice and support on Equality and Inclusion  
Key definitions from <https://equalityhumanrights.com/en>

### **Employee Guidance**

Equality and Diversity Policy Pulse LGBT+ Network

### **Legislation and legal guidance**

Equality Act 2010 <https://www.legislation.gov.uk/ukpga/2010/15/contents>

### **Additional Information**

- Programme Toolkits
- Access Fund Information on The Loop

### **Related policies**

- Exclusion Policy
- Working with Young People with Mental Health Needs Policy
- Staff Equality and Diversity Policy
- Medical and Next of Kin Policy
- Incident Management Plan