

Equality, Diversity and Inclusion Policy

Who is this aimed at?

This policy statement applies to anyone volunteering for UK Latin Community or on our behalf in any capacity, including volunteers at all levels, officers, trustees, agency workers, seconded workers, agents, contractors and suppliers.

Key message

We are committed to encouraging equality, diversity and inclusion among our workforce, and ensuring the absence of any unlawful discrimination.

Policy statement

An inclusive working environment is essential to us and our aim is for UK Latin Community to be truly representative of all sections of society and for each volunteer to feel respected and able to give their best.

We actively encourage the free exchange of ideas and promote teamwork by engendering involvement, respect, contribution and mutual support. We embrace a global diversity of cultures, perspectives, skills and experiences. As such, it is essential that all volunteers conduct themselves in a manner that is indicative of our culture of openness, teamwork and meritocracy.

As a volunteer and representative of UK Latin Community, your conduct reflects not only on you personally, but also on the reputation and professional standing of the organisation. We rely on all volunteers' sense of responsibility and judgment to conduct themselves in a professional manner. All volunteers, and others who come into contact with the volunteers of the organisation, should be made to feel welcome and the dignity of all should be respected; this applies to all situations that impact on the work environment whether or not they occur at your place of work.

We are committed to ensuring that discrimination, harassment and victimisation are prevented or eliminated and that any complaints are quickly resolved.

Policy purpose

- To provide equality, fairness and respect for all.
- To not unlawfully discriminate against 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 (gender) and sexual orientation.
- To oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of volunteering, dealing with grievances and discipline, dismissal, leave for parents, requests for flexible working, and selection for volunteering, training or other developmental opportunities.

Our commitment

- To encourage equality and diversity in the workplace as they are good practice and make business sense.
- To create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
This commitment includes training managers and all other volunteers about their rights and responsibilities under this policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities and prevent bullying, harassment, victimisation and unlawful discrimination.
- All staff should understand they, as well as the management, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, against fellow volunteers, customers, suppliers and the public.
- To take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities
Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures¹, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault 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.
- To make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- To make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- To review onboarding practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- To monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy
Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Version history

Review date	Review detail
July 2022	Addition of the new logo and review of legal requirements.