

# YMCA HUMBER

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## Equality, Diversity and Inclusion Policy

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**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

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- Equality & Diversity Data Collation Form (Recruitment)

## Appendix 2:

- Disability Confident Managers Guide

## 1. **Policy Statement.**

YMCA Humber is committed to equality, diversity and inclusion ('ED&I') in everything we do. We believe creating an organisation where everyone feels valued is not only the right thing to do but also helps drive success and create impact. In recognition of this commitment, we are driven by our core value of Equity, breaking down barriers to ensure everyone can thrive.

We are committed to creating environments in which our people and communities are treated fairly and with respect. This includes our staff, volunteers, and member organisations we engage with.

We seek to promote equality of opportunity in recruitment, employment, volunteering, governance and the provision of products and joint services. We will not tolerate any form of discrimination, harassment or victimisation on any grounds, including those set out in the Equalities Act 2010: age, disability, gender reassignment, pregnancy and maternity, race, including ethnicity and national origin, religion or belief, gender and sexual orientation.

We pro-actively tackle discrimination or disadvantage, aiming to ensure that no individual or group is directly or indirectly discriminated against for any reason with regard to employment or accessing our products and services. Through the initiatives outlined in this policy and our ED&I strategic priorities we will ensure that we create equal opportunities for all, build a strong inclusive culture, address bias, and equip all our managers with the skills to be truly inclusive leaders within an inclusive organisation.

## 2. **Scope.**

This policy applies to all current and potential employees, workers, self-employed contractors, volunteers and Trustees. It also applies to our current and potential facilities, learners and apprentices, partners and external service users and suppliers, all of whom access YMCA Humber locations.

## 3. **Principles.**

We believe all individuals are of equal value, irrespective of their background. We are committed to going above and beyond our legal duties and embrace diversity in its widest sense. When applying the principles of this policy we also take into consideration the following types of diversity:

Differences	Type of diversity
Social	<ul style="list-style-type: none"><li>• Race, ethnicity, religion, age,</li><li>• gender (including gender reassignment)</li><li>• sexual orientation,</li><li>• physical abilities,</li><li>• pregnancy or maternity</li><li>• socioeconomic class.</li></ul>
Knowledge and Skill	<ul style="list-style-type: none"><li>• Education,</li><li>• functional knowledge,</li><li>• information or expertise,</li><li>• training, experience,</li></ul>
Values and Beliefs	<ul style="list-style-type: none"><li>• Cultural background,</li><li>• ideological beliefs,</li></ul>
Personality	<ul style="list-style-type: none"><li>• Cognitive style,</li><li>• personality type,</li><li>• motivational factors</li></ul>
Organisational & Community Status	<ul style="list-style-type: none"><li>• Tenure, length of service,</li><li>• Title (work function, seniority, discipline etc),</li><li>• work related ties, friendship ties,</li><li>• community ties, in-group membership, partnerships.</li></ul>

YMCA Humber is opposed to all forms of unlawful and unfair discrimination and ensures that all staff, volunteers, and clients are treated fairly and will not be discriminated against on any of the above grounds. Decisions on recruitment, promotion, training, service provision or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude, ability or identified need.

We recognise that the provision of equal opportunities in all our activities will benefit the association, helping staff, volunteers, and clients to develop their full potential, with the talents and resources of these individuals utilised fully, maximising the effectiveness of YMCA Humber.

(1) As the YMCA is a Christian association, posts which are central to the work of the Association will have an occupational requirement to demonstrate a clear commitment to the Christian faith.

#### **4. Equality Commitments.**

YMCA Humber is committed to the principles and practice of equality, valuing the diversity of the local population. Our aim is that our services, facilities, and resources are accessible and useful to every individual, regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any individual characteristic which unfairly affects a person's opportunities in life.

We are committed to:

- promoting equality of opportunity for all persons;
- promoting a good, harmonious working, living and learning environment in which all individuals are treated with respect and dignity and in which no form of intimidation or harassment is tolerated;
- preventing occurrences of unlawful direct or indirect discrimination, harassment and victimisation;
- fulfilling all our legal obligations under the equality legislation and associated codes of practice;
- complying with our own equal opportunities policy and associated policies;
- taking lawful affirmative or positive action, where appropriate;
- fully investigating breaches of our equal opportunities policy through The Association's Disciplinary Policy. If the allegations are proven the breach will be regarded as misconduct and could lead to termination of employment for staff.

#### **5. Implementation.**

YMCA Humber expects all staff, volunteers, and clients to abide by this policy.

We shall communicate to all, be they staff, volunteers, or external service users that anyone accessing or working within YMCA Humber will not consciously or unconsciously discriminate.

We will incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into roles and responsibilities of specific staff members, whilst ensuring a commitment to this policy is reflected in all policies, procedures and in the planning of future service developments.

We will incorporate equal opportunities notices into general communications practices (e.g. announcements, annual report, notices and newsletters) ensuring adequate resources are made available to fulfil the objectives of the policy.

#### **6. Recruitment Processes.**

YMCA Humber is committed to the principles and practices of equality and diversity, and recognise it is the duty of all staff to accept personal responsibility for fostering a fully integrated community at work, adhering to this policy and maintaining a harmonious working environment free from discrimination.

#### YMCA Humber will:

- actively promote equality and diversity through the application of employment policies ensuring all individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences, and abilities.
- ensure individuals are recruited and selected, promoted, and trained based upon their relevant aptitudes, potential, skills, experiences, and abilities. In addition, no applicant will be placed at a disadvantage by any practices which constitute direct or indirect discrimination.
- Recognise the problems harassment may cause at work and commit to ensuring such unacceptable behaviour does not take place. Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
- All forms of harassment will not be tolerated in any form, and any such cases will be dealt with under the Disciplinary and Dismissal Procedure.

## **7. Data Gathering.**

#### Sensitive Personal Data:

- The GDPR provides a special regime for several special categories of personal data because of their sensitive nature. Specifically, it concerns data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.
- The processing of these special categories of personal data is in principle prohibited, however in line with requirements, YMCA Humber can invoke a specific exception in the context of this diversity policy.
- To enable YMCA Humber to gather data the explicit consent of an employee is required. This consent is to be free, specific, informed, and unambiguous. This implies, among other things, that there must be no imbalance of power between the data controller and the individual.

#### Non-sensitive Personal Data:

- Other personal data (including gender, gender identity and social origin) does not fall under the special categories of sensitive data.

#### Recruitment Data Gathering:

- Data gathered during the recruitment processes will be defined in the Recruitment Policy and in line with GDPR requirements. The ED&I Collation Form will be provided to all applicants as part of the core recruitment process (appendix 1)

## **8. Disciplinary and Grievances.**

Complaints of discrimination, bullying or harassment are disciplinary offences which will be pursued through the Association's Disciplinary and Grievance Procedures.

If found to be true, charges of discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice, and depending upon the charges, cases may also be referred to the police if found to be true.

The Association will take any complaint seriously and seek to resolve any grievance that it upholds. Complaints will be treated in confidence and investigated as appropriate.

Staff must note that by making a false allegation deliberately and in bad faith, will in turn be treated as misconduct and dealt with under the YMCA Humber Disciplinary Procedure.

## **9. Monitoring and Review.**

YMCA Humber will establish appropriate information to assist the effective implementation of our equal opportunities policy. This information will be gathered mainly during the recruitment process. Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998 and General Data Protection Regulations.

## **10. Communication.**

The principles in this Policy will be brought to the attention of all staff by via Induction and annual overviews of policies. All staff are encouraged to bring to the attention of their Line Manager and/or the People and Policy Manager any act of discrimination they observe. Newly disabled staff are encouraged to bring this to the attention of their Line Manager and/or the People and Policy Manager to enable a review to take place. This will ensure as a disabled person they are not substantially disadvantaged and where it is possible and reasonable to do so adjustments made.

## **11. Positive Work Environment.**

YMCA Humber is committed to creating a harmonious working environment, which is free from harassment and bullying and in which every employee is treated with respect and dignity. It is committed to ensuring individuals do not feel apprehensive because of their gender, religion/belief, political opinion, gender re-assignment, marital or civil partnership status, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, or age or because of being subjected to any inappropriate behaviour. Harassment and bullying are unacceptable behaviour at work and will be treated as misconduct, which may include gross misconduct warranting dismissal.

## **12. Ex-Offenders.**

Ex-offenders applying for posts should be treated accordingly to their merits and to any special criteria of the post. For further information refer to the Rehabilitation of Offenders Act.

## **13. Responsibilities.**

- Overall responsibility for the implementation and enforcement of our Equality and Diversity Policy lies with the Chief Executive & People and Policy Manager.
- All senior and department managers have a duty to oversee equality and diversity in employment practices, and to provide advice and guidance to develop good practice.
- All staff have a duty to adhere to this policy and report any behaviour which contravenes the principles of this policy.

## **14. References.**

[www.acas.org.uk](http://www.acas.org.uk) – The Equality Act 2010

[Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/equality-act-2010-guidance)

[Equality, diversity and inclusion in the Workplace | Factsheets | CIPD](#)

[Equality, diversity and inclusion: Improving equality, diversity and inclusion in your workplace - Acas](#)