



Pelican of London

Equality, diversity and inclusion policy

Pelican of London is committed to encouraging equality, diversity and inclusion and eliminating unlawful discrimination under the Equality Act, 2010 and The Worker Protection (Amendment of Equality Act, 2010) Act, 2023. The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee and volunteer to feel respected and able to work in a supportive environment.

The organisation - in providing goods and/or services and/or facilities - is also against unlawful discrimination of customers or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment and provision of services, whether temporary, part-time, full-time or volunteering;
- not discriminate unlawfully on the grounds of 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 and sexual orientation.
- 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, and selection for employment, promotion, training or other developmental opportunities.

The organisation commits to:

- Equality, diversity and inclusion in the workplace as they are good practice, make us an attractive employer and make sound business sense
- 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 employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment and service provision, and prevent bullying & harassment, sexual harassment, victimisation and unlawful

discrimination.

- Investigate and address fully any complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, 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 procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

All staff should understand they, as well as their employer, can be held personally liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

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.

- 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.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- 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.
- 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.

The equality, diversity and inclusion policy is fully supported by senior management and Directors of the charity and has been agreed with employees.

Details of the organisation's grievance and disciplinary policies and procedures can be found with all our policy documents. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Linked Policies

This policy is to be read in conjunction with the following other SYF policies:

Anti-bullying & Harassment

Safeguarding of Young People

Safeguarding Adults

Preventing Sexual Harassment

Recruitment & Selection

Grievance

Shared Parental Leave, Maternity/Paternity Leave, Adoption Leave

Volunteer management and agreement

Policy Version Control

Policy area	Periodic Review	Last Review date	Board Approval date	Next review date	Notes
Equality Diversity & Inclusion	Two years	May 2025	May 2025	May 2027	