

EQUALITY AND DIVERSITY POLICY

ADOPTED JULY 2020

YOURS is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our aim is to ensure that all staff, volunteers and job applicants are given equal opportunity and that our organization is representative of all sections of society. Each staff and volunteer will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provides less favorable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, color, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of discrimination.

All staff and volunteers, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When YOURS selects candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All staff and volunteers will be given help and encouragement to develop their full potential and utilize their unique talents.

YOURS commitments:

- To create an environment in which individual differences and the contributions of all team members are recognized and valued.
- To create a working environment that promotes dignity and respect for every employee.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- To make training, development, and progression opportunities available to all staff.
- To promote work/life balance through flexible work schedules to accommodate volunteers and staff' varying needs.
- To promote equality in the workplace, which YOURS believes is good management practice and makes sound business sense.
- To encourage staff and volunteers to treat everyone with dignity and respect.
- To encourage anyone who feels they have been subjected to any kind of discrimination to raise their concern and contact the Executive Director or a Supervisory Board representative.
- To annually review all our employment practices and procedures so that fairness is maintained at all times.

YOURS will inform all staff and volunteers that an equality and diversity policy is in operation and that they are obligated to comply with its requirements. All volunteers and staff are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other participative events. The policy will also be drawn to the attention of funding agencies, stakeholders, learners, and job applicants.