

Equality, Equity, Diversity and Inclusion Policy

Version:	1.4
Owner:	BC / CEO
Date issue:	19/10/2021
Review date:	04/04/2026

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1. Rationale

The purpose of this policy is to ensure that all individuals who come into contact with Springboard Project are treated fairly and equally and that Springboard Project provides a space free from all forms of harassment, bullying and discrimination.

Springboard Project will ensure that it is aware of situations where the organisation and individuals may exhibit bias and prejudice – both conscious and unconscious – and take steps to prevent and rectify this.

Trustees and staff will be engaged in the development and implementation of this policy to ensure that equality, equity, diversity and inclusion (EEDI) are promoted through Springboard Project's work internally and externally.

Who is covered by this policy?

All staff, trustees and volunteers, job applicants, beneficiaries, subcontractors and anyone else who comes into contact with Springboard Project.

What is covered by this policy?

This policy sets out Springboard Project's commitment to ensuring that anyone who comes into contact with it is treated with warmth, dignity and respect irrespective of who they are and what protected characteristics they may have.

This policy also outlines the proactive work Springboard Project does to ensure it is an anti-racist and anti-discriminatory organisation and to promote a positive working culture for everyone.

When will this policy be reviewed?

This policy will be reviewed annually; however, this should not restrict more frequent reviews being undertaken e.g. when new legislation/guidance is released or a review of practice highlights learning opportunities.

2. Key success criteria

This policy will be deemed successful if:

- There is a positive culture throughout Springboard Project, where diversity, inclusion, compassion and respect are core values and at the centre of all its activities.
- Springboard Project eliminates all forms of conscious and unconscious discrimination in its practices and behaviours.
- Springboard Project actively encourages positive action to overcome disadvantage and discrimination.
- Springboard Project ensures the highest possible standards are achieved in the delivery of its services to beneficiaries and in its employment practices.
- Springboard Project ensures EEDI are promoted through its work, both internally and externally.
- Everyone feels valued and given space to work to their full potential.

3. The policy

What staff must do

- Springboard Project asks all its employees and volunteers to demonstrate their commitment to this policy adhere to it.
- Springboard Project expects every employee, volunteer and trustee to assist Springboard Project in meeting its commitments to provide equality of opportunity and a culture free from discrimination.
- Every employee should treat others equally and with dignity and respect.
- Each employee should know Springboard Project's standards of behaviour, actively implement its values and be an exemplar of equality and fairness in everything Springboard Project does.
- Springboard Project encourages staff to communicate the terminology that describes them, and others should respect and use that terminology (e.g. by using preferred pronouns – she/her, he/him, they/them and so on).
- Employees and trustees should uphold the values of this policy when representing Springboard Project, for example at external events and on social media accounts.

- Any breaches of this policy (including but not limited to acts of discrimination, harassment, bullying or victimisation) will be regarded as misconduct and will be subject to Springboard Project's Disciplinary and Dismissal Procedure.

What Springboard Project will do

- Springboard Project will provide training to all staff and trustees about this policy and Springboard Project's commitment to being an inclusive, non-discriminatory organisation. Attendance at training sessions will be compulsory to those who are notified that they should attend.
- Training, and suggested reading, will be included as a part of induction process for new employees and new trustees.
- All staff will be expected to read articles and books sent to them, as is usual at Springboard Project. Time can be taken out of the working day to read around the topics suggested.

Diversity monitoring

- In usual circumstances, Springboard Project will keep up-to-date records of diversity within the organisation relating to protected characteristics.
- This information will, of course, be collected with the permission of staff and the information will be held confidentially in accordance with GDPR.
- The information provided will help inform how many employees and trustees have a particular protected characteristic, so that Springboard Project can take steps to ensure that they are not discriminated against nor is disciplinary action disproportionately taken against them and understand if there is a higher turnover of staff/trustees with protected characteristics or if there are barriers to progression of such staff.
- As a minimum, Springboard Project will regularly monitor the declared ethnicity, gender, disability and age composition of the existing staff and job applicants, and take any appropriate action to address issues that may be identified as a result of the monitoring process.
- Under usual circumstances, Springboard Project will undertake a staff survey about general working principles and well-being to decipher how those working within the organisation feel Springboard Project is performing in relation to EEDI at least every three years.
- Springboard Project's board of trustees will review the information collected through the survey and other means (such as statistics in recruitment) to ensure that Springboard Project is meeting its obligation to promote equal opportunity and inclusion in its employment practice and services.

4. Policies and procedures

- Springboard Project reviews all its policies and procedures on a rolling basis, with special attention being given to issues affecting EEDI and using the Equality Impact Assessment Guidance and Template (see www.ukri.org/wp-content/uploads/2021/02/nerc-110221-Funding-Opp-PreparingForFutureCleanAir-EIA.pdf).
- Policies at Springboard Project are not static and can and will be amended as required to suit changing situations. Under regular circumstances, Springboard Project will seek

feedback from staff on significant amendments to existing policies and/or on newly drafted policies where a gap is identified.

Recruitment

- Springboard Project will not discriminate in the selection of staff for recruitment or promotion. See Recruitment and Selection Policy.
- Springboard Project may use suitable lawful methods (including, where appropriate, positive action) to attract candidates of any identified under-represented group in particular types and levels of vacancy.
- Springboard Project will identify institutional barriers to the attraction, retention and progression that may face those with protected characteristics before advertising any roles externally. This means that Springboard Project will run job descriptions, person specifications, adverts and so on past a number of people in the organisation to ensure it is not being unconsciously discriminatory.

5. Definitions

This policy refers to equality, equity, diversity and inclusion (EEDI). A definition of each of these words can be found below to help staff understand what Springboard Project means by these terms.

- **Equality** in the workplace means equal job opportunities and fairness for employees and job applicants. This means equal opportunities to join project groups, access to training, development, involvement in consultations, opportunities to act in absence and so on.
- **Equity** refers to providing various levels of support and assistance, depending on specific needs or abilities, in order to achieve real equality.
- **Diversity** is the range of people at Springboard Project. For example, this might mean people of different ages, religions and ethnicities, people with disabilities and people of specific gender or with no gender identity. It also means valuing those differences such as people's background, education, where they are from, what languages they speak, their accent and their personal experiences.
- **Inclusion** in the workplace means everyone feels valued at work. It lets all employees feel safe to come up with different ideas, raise issues and express their views. Springboard Project encourages staff to do things in different ways. Springboard Project will take into account your personal circumstances, beliefs and values along with any conditions that need to be accounted for to make you feel included and welcome.

What is meant by 'protected characteristics'?

The term 'protected characteristics' used in this policy refers to those outlined in the Equality Act 2010, namely: race, sex, marital or civil partnership status, maternity and pregnancy, age, disability, sexual orientation, gender reassignment and religion or belief. Although not within the Equality Act 2010, Springboard Project also considers socio-economic status and health conditions that are not currently captured by the act to hold the same considerations within this policy.

Springboard Project is committed to going beyond the legal minimum regarding EEDI and strives to be an example of best practice.

Current equality legislation and associated codes of practice have been taken into account within this policy.

What type of bias are we talking about?

Springboard Project wants to ensure that it is overcoming the normative nature of its worldview (which means a view that is widely held and rarely questioned) by avoiding being an organisation that is unconsciously and unintentionally ethnocentric (which means you evaluate other cultures according to the standards and customs of your own culture), androcentric (which means you are focused on men and centred around their needs above others), heteronormative (which means your worldview promotes being heterosexual as the preferred sexuality) and ableist (which means you discriminate people with disabilities based on the belief that those without disabilities are somehow superior).

This means that Springboard Project doesn't want to do anything that may negatively impact people of particular ethnicity, those with disabilities, individuals of a certain gender or sexuality, those from a specific socio-economic or educational background, those for whom English is their second language and so on. Springboard Project will ensure that it actively seeks to employ people from a range of backgrounds and experiences, that working groups and project teams are a mix of departments and people and that it is as diverse and representative of the people it serves as it can possibly be.

6. Document Control

Change History

Version	Date (DD/MM/YYYY)	Lead	Details of change	Archiving location
1.0	19/10/2021	BB/ CEO		
1.1	15/10/2022	BC / CEO		
1.2	13/10/2023	BC / CEO		
1.3	04/04/2024	BC / CEO	Reviewed – new template	Link
1.4	04/04/2026	BC/CEO	Review - No change	