



EQUALITY AND DIVERSITY POLICY

Purpose

HopeWorks aims to offer an inclusive environment in which diversity is valued and used in a respectful way to create an effective and efficient workplace, and recruit and retain a diverse workforce that reflects the community that we serve. We aim to ensure that all employees have the opportunity to maximise their potential and enhance their self-development and their contribution to HopeWorks.

To that end the purpose of this policy is to provide equality and fairness for all employees and ensure that no employees receive, either directly, indirectly or by association, less favourable treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or perceived sexual orientation. These characteristics listed are known as the Protected Characteristics.

All employees, whether full time, part time or temporary, will be treated fairly and with respect and HopeWorks will proactively tackle any discrimination or disadvantage.

This policy and any other relevant procedures will operate in accordance with the statutory requirements of the Equality Act 2010 and any other relevant statutory requirements.

Our Commitment:

- To create an environment in which individual differences and the contributions of all staff are recognised and valued;
- Every employee will be entitled to a working environment that promotes respect and dignity and an absence of any form of intimidation, bullying or harassment;
- All staff will have access to training, development and progression opportunities;
- There will be equality throughout HopeWorks;
- Our procedures and practices will be reviewed regularly to ensure fairness;
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings; and

- This policy will be reviewed regularly.

Who Does This Policy Apply To

This policy will apply to all individuals within this organisation, and each individual is responsible to ensure that they are compliant with this policy during their time at work. All individuals within the organisation should, and will be encouraged to, promote the aims of this policy. We will also encourage any external individuals and Company's associated with HopeWorks to promote the values of this policy.

Who Is Responsible For This Policy

The Senior Management Team has overall responsibility for the effective operation of this policy and for ensuring that it complies with all relevant legislation. The Senior Management Team may from time-to-time delegate the day-to-day operation of this policy to another employee.

All managers or people with responsibility for other employees are expected to set an appropriate standard of behaviour for other employees and lead by example. They also have a responsibility to ensure that those they are responsible for are adhering to the aims of this policy.