



## Equality and Diversity Policy

### 1. Purpose of the policy

This policy is intended to demonstrate Westway Trust's commitment to celebrating, encouraging and valuing equality and diversity among staff, volunteers, partners, suppliers, users of our services, Trustees and the community living and working in, or visiting, our area of benefit.

We believe that a culture that embraces equality and values diversity will help us to ensure that everyone feels involved and included in our plans, programmes and activities, and able to benefit from the community spaces available on the estate. We aim to create an environment which respects and welcomes everyone, and in which no form of bullying, harassment, disrespectful or unlawfully discriminatory behaviour is tolerated by anyone towards anyone. We recognise that we have much to learn and gain from diverse cultures and perspectives, and that embracing diversity makes our organisation more effective.

This policy does not extend to Westway Sports and Fitness. The equality and diversity policy of our operating partner Everyone Active covers Westway Sports and Fitness. Everyone Active's Equality and Diversity Policy Statement can be viewed on their website at:

<https://www.everyoneactive.com/equality-and-diversity-policy/>

### 2. Our commitment

We are committed to providing equal opportunities in employment, service provision and in our approach to estate management. We are committed to:-

- promoting fair and equal access to services, community space and opportunities
- promoting equal opportunities in employment and volunteering
- embracing, valuing and celebrating the dynamism that a diverse workforce brings to the Trust
- embracing, valuing and celebrating the diversity of the local area and its identity, culture and heritage
- by doing this well we hope to contribute to stronger community cohesion, promote inclusion and a more connected community

This policy is intended to ensure that Westway Trust puts its commitment into practice. Our commitments are underpinned by the legal duties that require us to promote equality and tackle discrimination.

We recognise our responsibilities under the Equality Act 2010, which introduced nine protected characteristics upon which it is unlawful to discriminate. These are:

- age
- disability
- gender
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion and/or belief
- sexual orientation.



We recognise that activities we undertake under contract to statutory bodies, are governed by the Public Sector Equality Duty in which a public authority must have due regard to: eliminating discrimination, harassment, victimisation, advancing equality of opportunity and fostering good relations between people with differing characteristics.

### **3. Objectives**

We aim to advance equality of opportunity across all our areas of work by delivering against the following objectives:

#### **As an employer**

- ensure fair, equal and transparent recruitment and employment practices
- develop a culture and working environment free from discrimination and harassment
- develop a culture and working environment that understands and values the diversity and heritage of the area of benefit
- support staff to be champions of equality and diversity and consider how it can be promoted in all that we do
- act promptly in response to any complaints of discrimination and harassment
- provide a safe, secure and accessible working environment which values and respects diverse identities and cultures
- aim to have a workforce that reflects the diversity of the local population
- make reasonable modifications and adjustments to the work environment to support colleagues to reach their full potential
- monitor and review all policies and procedures from an equalities perspective

#### **As a service provider**

- ensure fair and equal treatment of partners, users and volunteers
- act promptly in response to any complaints of discrimination and harassment
- be proactive in identifying programmes and opportunities that might benefit minority groups across the protected characteristics in our area of benefit
- make reasonable modifications and adjustments to the learning and work environment to support users to reach their full potential
- assess the impact of services across the protected characteristics, and modify programmes accordingly

#### **As a grantmaker and commissioner of services**

- ensure fair and equal treatment of grant applicants, partners, beneficiaries, volunteers and user groups
- act promptly in response to any complaints of discrimination and harassment
- be proactive in identifying programmes and opportunities for funding that might benefit minority groups across the protected characteristics in our area of benefit
- assess the impact of grant-making across the protected characteristics and modify our approach and criteria accordingly

#### **As a landlord and estate manager**

- ensure where practicable that all new venues for events, workspaces and meetings are accessible
- act promptly in response to any complaints of discrimination and harassment
- develop a balanced lettings and space use policy that considers the diversity, culture and heritage of the local population



In implementing this policy we recognise that many people are unfamiliar with the ways in which discrimination and disadvantage affect people's health, well-being and quality of life. We will continue to support our staff and volunteers to develop equalities awareness and understanding so that they become champions of this policy in everything they do.

#### **4. Promotion**

We recognise that promotion of the policy will be key to its effectiveness. This policy will be promoted widely, including via the Trust's website, intranet, newsletters, induction packs and via the management cascade system. It will form part of contracts and agreements with suppliers, tenants and partners. This policy is available in accessible formats and different languages upon request (e.g. large print, braille).

#### **5. Concerns and complaints**

There is a grievance policy for staff, which sets out the procedures and safeguards for anyone who needs to raise a discrimination, harassment or bullying complaint.

If a service user or member of the public wishes to complain about the behaviour or actions of a Westway Trust staff member, volunteer or Trustee or about a programme, service or decision, they should follow our complaints procedure.

#### **6. Responsibility and frequency of review**

All staff, volunteers, suppliers, partners and Trustees have a responsibility to ensure that their own language and actions are consistent with the spirit as well as the contents of this policy.

The policy will be reviewed regularly by the Trustees, reflecting Westway Trust's high level of commitment to this work and in light of the publication of the independent report by the Tutu Foundation on institutional racism at Westway Trust.

**November 2021**