



Charity No 1183575

EQUALITY, DIVERSITY AND INCLUSION POLICY

Wivey Cares Equality, Diversity and Inclusion Policy draws on our values and sets out our commitment to clients, volunteers, micro providers, trustees, committee members and other stakeholders.

The following principles define

- our behaviour towards clients, micro providers, volunteers, trustees and stakeholders,
- the behaviour we expect from everyone associated with Wivey Cares dealing with clients,
- the behaviour of clients towards Wivey Cares, its coordinator, trustees volunteers and micro providers.

PRINCIPLES

1. We try to make equality, diversity and inclusion part of everything we do.
2. We treat people as individuals – respecting their identity – even when it is different from our own.
3. We do not behave in a way that offends, intimidates, discriminates and is hostile, degrading or humiliating to others. Instead, we aim to create a safe and inclusive atmosphere.
4. We understand and act upon the fact that what may be acceptable to one person may not be to another.
5. We do not condone, or make, offensive or insulting remarks relating to age, disability, sexual orientation, sex, race, religion and belief, trans status, sectarian/political opinion or offending background..
6. We do not avoid people because we are unfamiliar with their diverse identity.
7. We aim to provide equal access to volunteering opportunities but are aware that physical and geographical factors may affect this aim. A client may also specify particular requirements that we have to take into account.
8. We encourage and support volunteers, micro providers, trustees and any contractors working for us to identify their learning and development needs and undertake relevant learning and development.



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Wivey Cares commits to the following:

- Encourage equality, diversity and inclusion in the workplace. Review and update practices and procedures annually to ensure fairness and to take account of any changes in the law.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination. We do this by offering relevant training to microproviders, volunteers, trustees and contractors working for Wivey Cares to educate them about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include conducting themselves in a way that provides equal opportunities and values diversity in others and prevents bullying, harassment, victimisation and unlawful discrimination.
- Take seriously 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. Complaints should be made to the Chair of Trustees in writing (chris.howe@wiveycares.net). Complaints will be dealt with in accordance with Wivey Cares' relevant procedures (Complaints Procedure, Grievance and Disciplinary Procedure) which can be found at <https://wiveycares.net/our-policies>
- Offer opportunities for training, development and progress to everyone associated with Wivey Cares so their talents and resources can be fully utilised to the benefit of our clients and the community.
- Make decisions concerning recruitment based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Monitor the make-up of the microprovider and volunteer groups as well as the board of trustees so that they reflect the community we serve. Reflect on our experiences, seek feedback from everyone and review/update our procedures and policy on an annual basis.