



Equality & Diversity Policy

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Protected

Policy Lead/ Author + Job Title	Claire Penny - CEO
Company Lead (if different to above)	
Priority Level: Red – within 1 year; Amber – within 2 years; Green – within 3 years	Green
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Whom applicable to:	All staff

Approval of policy (including revisions if required)

Name	Position	Signature (if required)	Policy Version No.	Date
Claire	CEO		Version 1	18/01/2023
Claire	CEO		Version 8	17/9/25

All policies are located in the policy zone of the intranet

Policy: Revision History and Distribution

Policy Version No.	Date – revision/distribution	Summary: Revisions and distribution	Updated by – Initials
5	Jan 2019	N/A	CP
6	Jan 2020	Updated and distributed	CP
7	Jan 2023	New Format, a few corrected spelling errors	DD
8	Sep 2025	Proofread, updated and edited	PT

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Policy Statement

THE SOCIAL ACTION HUB aspires to become an exemplary Equality and Diversity Employer, where all staff can fully contribute to the aims of the organisation. An employer who is committed to implementing employment practices that ensure no potential or current employee is treated less favorably on the grounds of sex, marital status, race, nationality, age, ethnic origin, color, disability, or any other grounds that cannot be justified. This policy also works in conjunction with the Harassment and Bullying Policy.

THE SOCIAL ACTION HUB is fully committed to the active promotion and practice of equality and diversity, both as an employer and in the provision of all our services. We oppose all forms of unfair discrimination on the basis of differences including race, colour, ethnic origin, sex, religion, marital status, sexual orientation or disability.

We believe that it is in the best interest of the company and those who work for us to ensure that the human resources, skills and attributes available throughout the community are considered when employment opportunities arise and when operational decisions are made.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training provision and career management are based solely on objective, job-related criteria.

To support this policy THE SOCIAL ACTION HUB will:

- Provide training and guidance to all staff on equal opportunities legislation, policy and good practice to support them in their work.
- Produce advertising and recruitment literature to encourage suitable applicants throughout the community.
- Monitor the composition and diversity of our current and potential workforce to evaluate and enhance the effectiveness of this policy.
- Ensure that all training suppliers and subcontractors involved in the delivery of our services develop and implement equal opportunities policies in line with our own.
- Actively promote and support the development of best practice to all children and young people.
- All THE SOCIAL ACTION HUB staff and subcontractors fully support this statement. All staff and subcontractors are responsible for the active implementation of the equal opportunities policy within the company and in the provision of our services.

Legal Compliance

THE SOCIAL ACTION HUB will recognize and fulfil its responsibilities, and offer further advice/support where requested, under the following:

- The Disability Discrimination Act 1995 deals with discrimination against disabled people; when someone treats a disabled person less favourably than someone else without justification for a Version 6 January 2019 reason relating to their disability.
- The Race Relations Amendment Act 2000. This makes discrimination on the grounds of race, colour, nationality (including citizenship), ethnic or national origin, unlawful.
- The Sexual Discriminations Act 1975 and 1986. This deals with discrimination on the grounds of sex or marriage and applies to men and women.
- The Equal Pay Act 1970 and 1983. This ensures that male & female employees (regardless of race or disability) receive equal pay if they are employed to do work which is: similar, rated as equivalent through job evaluation & of equal value in the demands made of them.
- The Rehabilitation of Offenders Act 1974 ensures that failure to disclose a spent conviction is not a proper ground for dismissal, exclusion or prejudicing a person from working or employment activities.
- Working Time Regulations. This ensures that the employer does not exploit the employee's time spent at work.
- Human Rights Act 2000. This act safeguards individual's private and family life, freedom of expression, prohibition of discrimination and protection of rights.
- Employment Equality Regulations 2003 (Sexual Orientation, Religion & Belief). These Regulations outlaw discrimination and harassment in employment and vocational training on the grounds of sexual orientation (actual or perceived), religion and beliefs.

THE SOCIAL ACTION HUB conforms to the Codes of Practice as issued by the Equal Opportunities Commission, the Commission for Racial Equality and the Code of Practice on the employment of people with disabilities.

Communication

The staff team meets once a quarter with set agenda items for Quality, Health and Safety, Safeguarding and Equality and Diversity. The purpose of covering Health and Safety in meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered and to update and record any incidents. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

THE SOCIAL ACTION HUB will communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the policy. THE SOCIAL ACTION HUB communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

Co-Operation & Care

THE SOCIAL ACTION HUB maintains a healthy and safe working environment and a cooperative culture between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

Training

Equality and Diversity knowledge and practical application in the workplace is regarded as an indispensable ingredient of an effective organisation. It is essential that every client and every worker have the necessary skills and knowledge to perform his or her job effectively, without discrimination.

All learners and workers will be assessed as to their understanding of equality and diversity working practices and procedures. All staff and volunteers are mandated to undertake equality and diversity training as part of their induction. Any staff that do not meet the minimum standards of knowledge about equality and diversity will be required to undertake training appropriate to their job role.

Training sessions and assessments for staff and learners are held annually as a minimum.

The personnel with the responsibility for equality and diversity training are detailed below:
Claire Penny.

Contractors

All subcontractors working for and on behalf of THE SOCIAL ACTION HUB will be required to provide evidence to show that they are complying with this Equality and Diversity Policy.

All suppliers and contractors will be required to meet the following conditions:

- Compliance with equal opportunities legislation and relevant codes of practice (a senior named person is responsible for the coordination of the policy).
- All participants to be treated as employees for the purpose of equal opportunities
- All staff, volunteers and subcontractors are responsible for the active implementation of the Equality and Diversity Policy. All learners, staff and subcontractors are responsible for:
 - Promoting an equal opportunity culture within the workforce.
 - Taking any steps to address any contravention of the policy.
 - Ensuring that any decisions made are in line with the policy.

Ultimate responsibility for the implementation and upholding of this policy shall lie with the Directors of THE SOCIAL ACTION HUB.

Disciplinary Measures

Breaches of THE SOCIAL ACTION HUB Equality and Diversity policy shall be subject to disciplinary action and be dealt with in accordance with the grievance and disciplinary procedures.

All disciplinary matters shall be dealt with in accordance with the principle of 'innocent until proven guilty,' pending an internal investigation.

If job applicants, staff or subcontractors consider they have been unfairly discriminated against, they may make a complaint under the appropriate grievance or appeals procedure.

Promotion of Best Practice

THE SOCIAL ACTION HUB takes a proactive role in the promotion of equality and diversity practice including:

- Encouraging children and young people, staff and subcontractors to develop positive activities and promote policies that uphold good practice and take full account of the need for appropriate representation of disadvantaged groups.
- Encourage positive measures to overcome stereotypes and prejudicial attitudes towards learning and skills.

Monitoring

In order to monitor the effectiveness of this policy, recruitment and retention evaluations are carried out to identify the diversity spread of engagement (staff and learners) in relation to gender, age, ethnicity and disability. Learners achievement data will also be analysed in this way. This information is used to help identify any positive action required to address any imbalances in inequality that are revealed once the data is benchmarked against local, regional, and national trends.