

## Diversity and Equality Policy

All staff are to receive a copy of this policy upon taking up their role at Spark!, to form part of their induction. They will be made fully aware of and fully understand the contents, and will be required to act in accordance with it.

Additionally, our volunteers are briefed on our Diversity and Equality commitments, and will take on a shared responsibility for implementation.

### Our Commitments

- A commitment to Diversity and Equality permeates all our work, and relates to our actions and attitudes towards colleagues, clients, and others, including those participating in activities.
- Our commitment to diversity and equality is a committed to encouraging and promoting inclusion in our workplace, and in our services with our partners and beneficiaries.
- Spark! is dedicated to making sure that all employees, partners and beneficiaries, have equal access to opportunities and to actively seeking to remove all barriers to inclusion.
- Spark! recognises that individuals and groups have been discriminated against on many grounds, and we have a clear responsibility to create a diverse and inclusive workplace. No individual or group should receive less favourable treatment, and we actively welcome, values and celebrate difference across our workforce and all aspects of our work.
- All employees are required to read, understand and adhere to this policy. If required, staff will be provided with further guidance and support to fulfil their role and responsibilities. Equality, diversity, and inclusion will be integral to recruitment and selection training.
- We ensure all events and resources are accessible, for both in-person and online activities, taking into consideration a range of needs and abilities.
- For the recruitment of staff, Trustees, and Youth Board members, we will ensure we advertise widely, including within the communities with which we work. We will ensure we use accessible language, and offer additional accessibility options for interviews.
- We will value the lived experience of staff and candidates, and the ability to draw from one's lived experience to bring insights to the organisation, that can develop and improve our work.
- We are committed to ensuring young people are well represented in the decision-making and running of Spark! and commit to having a minimum of 2 young Trustees on our Board of Trustees, and to ensure our Board reflects the diversity of the communities we serve.

## **Our Legal Responsibilities**

Current equality legislation and associated codes of practice taken into account include (but are not limited to):

- Equality Act 2010
- Employment Rights Act 1996
- Part-Time Workers Regulations 2000
- Rehabilitation of Offenders Act 1974
  - Equal Pay Act 1970
  - Employment Equal Treatment Framework Directive 2000 (as amended).
  - Gender Recognition Act 2004

This legislation protects people against all forms of discrimination based on particular protected characteristics. Protected characteristics are certain attributes that people possess, which the law considers must be safeguarded.

There are nine protected characteristics that it's unlawful to discriminate based on:

- sex
- age
- disability
- pregnancy and maternity
- race
- sexual orientation
- religion or belief
- marital or civil partnership status
- gender reassignment.

## **Review of Policy**

Spark! will regularly review this policy to make sure that it's up to date and in line with any new legislation, and sector development.

*Last reviewed - November 2021*