Wiltshire Portage Equality, Diversity, and Inclusion Policy

The policy's purpose is to:

- Wiltshire Portage to provide equality, fairness, and respect for all - service users, employees, volunteers, and others who have contact with our service.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination. This includes in complaints, pay and benefits, terms, and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.
- All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against service users, fellow employees, suppliers and the public.

Principles:

- Every child should be helped to develop a sense of personal and cultural identity that is confident and open to change and that is receptive and respectful towards other identities.
- Every child should have the opportunities to develop the knowledge, understanding, and skills that they need in order to participate in Britain's multi-ethnic society and in the wider context of an independent world.
- Respect all languages, pronounce, and spell names correctly, offer translation/interpreting services where appropriate.
- Staff to encourage positive role models through the resources and activities they provide. This will include the purchasing and the use of books, toys, and equipment to establish a positive, balanced resource with regard to race, gender, religion, culture, age, marital status, ethnic or national origin, political belief, or disability.
- To offer access and support to families attending Portage events outside their home e.g., by the use of translating and interpreting services, with the aim that no parent or family is, or feels they are, excluded from the scheme/activity offered because of their protected characteristic(s).
- To respect the religious beliefs and practices of all staff and families and comply with all reasonable requests relating to religious observance and practice.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity, and inclusion, and in meeting the aims and commitments set out in the equality, diversity, and inclusion policy.

Wiltshire Portage commits to:

- Encourage equality, diversity, and inclusion throughout our service.

Wiltshire Portage

- Creating an environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued.
- Training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff to help the organisation provide equal opportunities in our service, employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, service users, suppliers, visitors, the public and any others in the course of the organisation's work activities.
- Such acts will be dealt with such as withdrawal of our service, or for employees as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Employees should refer to Wiltshire Portage Grievance and Disciplinary Policy which includes with who an employee should raise a grievance with.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

Document Details	**Information**
Policy Title:	Equality and Diversity
Drafted On:	1/10/26
Approved At:	Trustees Oct 26
Reviewed On:	[DD/MM/YYYY]
Next Review Date:	Oct 27
Version:	1

Wiltshire Portage