



EQUALITY, INCLUSION AND DIVERSITY POLICY AND PROCEDURES

JULY 2021

The Village Global Foundation is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. The Village Global Foundation in providing training and educational services is also committed against unlawful discrimination of customers or the public.

Rationale:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- 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 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.

The Village Global Foundation commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation

provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

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 fellow employees, customers, suppliers and the public.

- 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.

Such acts will be dealt with 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.

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.

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- 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.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with the employees.

The organisation's grievance and disciplinary policies and procedures can be found on our internally shared drive. This includes with whom an employee should raise a grievance – usually their line manager.

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.

Equality, Inclusion and diversity Officer/Designated person:	Frances Preston	frances@villageglobalfoundation.com
Deputy Designated person:	Annamaria Guild	annamaria@villageglobaleducation.com
Management/leadership/Owner:	Frances Preston	frances@villageglobalfoundation.com

Procedures:

Employers, managers and employees should all understand the importance of equality, diversity and inclusion in all areas of work, including:

- Recruiting new staff
 - Advertising at least in two different places to reach a wide range of people.
 - Fair interviewing process
 - Equal and inclusive selection process
 - We have an inclusive attitude, suitable and qualified candidates with disabilities are welcome
 - We avoid making decisions based on what we think or believe about a person because of their protected characteristics ('unconscious bias').
- Training and promoting existing staff
 - We offer training and development for employees and managers and staff have access to opportunities without prejudice because of a protected characteristic.
 - Talking through this policy is part of new staff inductions.
 - We respect each other and everyone we work with and value everyone's differences.
 - Everyone is encouraged to apply for senior roles, regardless of a protected characteristic.
- Equal pay
 - All employees who are doing the same work have equal pay, benefits and terms and conditions to their contracts.
 - The Equal Pay Law is aimed at equal pay for men and women doing equal work. But pay discrimination claims could be made for any protected characteristic, for example age, disability, race or religion.
- Religious beliefs and practice
 - The law protects from discrimination, harassment and victimisation because of:

- religion, religious belief and having less belief than someone else or no belief at all.
 - Employees are treated fairly, regardless of their beliefs or lack of belief, and we address any issues as soon as possible.
 - We respect our employees' requests, where reasonable, for time off for religious festivals and to pray at work. We understand that refusing a request for religious practice without a good business reason may be discrimination. This could also apply to other things such as dietary requirements.
- Dress code
 - We respect that everyone has their own style and feels comfortable in different clothes. We trust each other and our clients that they will understand and respect our values and the examples we set.
 - dressing for religious beliefs is welcome and celebrated (covering legs and arms etc).
- The dismissal of staff
 - We do not ever dismiss someone because of their protected characteristics.
 - bullying and harassment will be promptly and fairly dealt with as we understand this can lead to people leaving their job. (constructive dismissal)
- Redundancy
 - Decisions are never made based on unconscious bias and protected characteristics.
- Different types of leave for parents
 - Employees are encouraged to take part in training and development opportunities and are continuously informed about changes and important matters at the workplace. Our employees may be away because of: antenatal appointments, pregnancy, maternity leave, paternity leave, adoption leave, Shared Parental Leave or caring for their children.
- Flexible working
 - During the Covid 19 outbreak, our employees worked from home and at the time of the restrictions to ease, we are still carrying on with this.
 - We understand that it has been a difficult time for everyone and celebrate and congratulate our staff for carrying on and achieving amazing milestones in the growth of the Organisation.
 - We understand that most of our employees have children and families. Work - Life balance is very important to us and we encourage our employees to keep this in their mind. We trust our employees to work their hours required and stated in their contracts whenever that is most suitable for them.

Our employees are important to us

- we aim to make sure that our employees:
 - feel valued and respected
 - are clear what the organisation's purpose and values are
 - understand how they play a part in achieving the organisation's goals

Communication

Communication always happens in a respectful and polite manner.

- We talk openly, clearly and respectfully with each other and all our stakeholders.

- We have weekly team meetings to disseminate information, exchange ideas and catch up with everyone. These meetings also serve as platforms to let everyone know how the organisation and the projects are doing and ask questions of the management team.
- We are clear about any changes, decisions or plans and lead a democratic community at the workplace and in decision making processes.

Leadership

- Our Leadership and management team are role models for inclusive behaviour.
- We encourage everyone to have a more inclusive attitude
- Training is offered to help employees see the importance of their role in shaping the workplace culture
- Our Equality, Diversity and Inclusion Officer is our 'Inclusion Champion' who speaks up for under-represented groups and flag any issues that need addressing at the development of training or at the workplace.
- We constantly look out for signs of discrimination, inequality and exclusion, and address them as soon as possible.