

TURN AROUND

EQUALITY DIVERSITY AND INCLUSION POLICY

Name	EQUALITY DIVERSITY AND INCLUSION POLICY
Version	V3
Last Review	May 2021, May 2022, December 2022
Next Review	December 2025

Table of Contents

1. Turnaround's Vision, Values, Mission and Aims	3
1.1. Our Vision	3
1.2. Our Goals.....	3
1.3. Our Values	3
2. General Policy Statement	3
3. What Equality Diversity and Inclusion Means To Us.....	4
4. Our Commitments.....	4
5. How We Will Meet Our Commitments	4
6. Employees Rights and Responsibilities.....	6
7. Employers Responsibilities	6
8. Monitoring and Review.....	7
9. Fair Employment & Treatment (NI) Order 1998	7

1. Turnaround's Vision, Values, Mission and Aims

1.1. Our Vision

Our vision is an inclusive community where everyone has hope and opportunity.

1.2. Our Goals

- To help people who are serving sentences, in prison or in the community, to turn around their futures.
- To turn around the wider community, encouraging others to support people on their journey.

1.3. Our Values

WE CREATE OPPORTUNITY

Each of us has opportunities to learn, grow and play a part in our community. We work to enable, encourage and support each other by creating opportunities for people to build new futures.

WE NURTURE HOPE

Each of us is more than our pasts. We use our past experiences to guide us and strengthen us, but we don't allow them to define us or limit our futures.

WE RESPECT EACH OTHER

Each of us should be treated with respect and dignity. Whatever our backgrounds, we value each other, respect differences, and work together to achieve our goals.

WE ARE COMMITTED TO INCLUSION

Each of us has strengths and has a positive contribution to make within our community. We all learn from each other and use our experiences to improve our own and other people's futures.

2. General Policy Statement

The Turnaround Project is committed to encouraging equality, diversity and inclusion among our beneficiaries and within our workforce and eliminating unlawful discrimination.

In the Turnaround Project people are central to our core charitable aims and objectives. We embrace diversity in all areas of the organisation - for us equality, diversity, and inclusion are fundamental principles, and they underpin our key mission to support

people who have had contact with the justice system and to positively influence the communities around them.

We will endeavour to ensure each person who connects with our organisation feels respected, and will continue to develop these principles of equality, diversity and inclusion in line with our values, through our decisions and our behaviours.

The organisation, whether providing support, employment, goods and/or services, and/or facilities will be committed to opposing unlawful discrimination of people – beneficiaries, customers, clients or the public.

3. What Equality Diversity and Inclusion Means To Us

For us, equality means providing our charitable services, delivering social outcomes via our social enterprises, and providing the opportunity for our staff to fulfil their potential free from discrimination.

Diversity means that we recognise the value of difference and the benefits of our staff, trustees, volunteers, and fundraisers being representative of the people we support.

Being inclusive shows that we value people as individuals; that people who connect with us can be themselves without fear of discrimination, harassment, or victimisation. It means we welcome, value and care about all the people who need our support.

4. Our Commitments

- We commit to fostering a culture and environment that provides equitable opportunities for all in line with our charitable purposes.
- We commit to recognising, encouraging, and celebrating diversity within those we support and our workforce.
- We commit to growing an inclusive culture where people are empowered to be themselves, feel valued and are treated with dignity and respect.
- 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.

5. How We Will Meet Our Commitments

- We will seek to ensure our staff, volunteers and trustees know their responsibilities, and respect, equality, diversity and inclusion by providing training and ensuring robust workplace policies and procedures. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

- We will seek to understand better the diversity of our staff, volunteers, and Trustees and of those seeking to use our services.
- We will regularly review our equality, diversity and inclusion policy.
- We will aim to provide equality of opportunity in employment to all persons and we will not discriminate unlawfully against our job applicants or employees on any of the protected equality grounds, which are:
 - Sex
 - Pregnancy or maternity
 - Gender reassignment
 - Marital or Civil partnership status
 - Religious or similar philosophical belief
 - Political opinion
 - Racial group (incl. colour, nationality, and ethnic or national origin)
 - Sexual orientation
 - Disability
 - Age
- We will oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities.
- We will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by employees, customers, suppliers, visitors, the public, trustees, volunteers, and any others in the course of the charity's activities.
- We will, when making recruitment and selection decisions aim to select the best person for the job and make all decisions objectively and lawfully. Likewise, we will follow the same principles when making other employment-related policies and decisions, such as those relating to pay and benefits, opportunities for promotion and training, flexible working arrangements, absence, and performance management and, if necessary, redundancy.
- We will promote a good and harmonious working environment in which our employees will be treated with dignity and respect. We will not tolerate harassment on the protected equality grounds or bullying.
- We recognise that our workplace and our employment policies and practices may potentially cause barriers for job applicants and employees who have disabilities. We will make reasonable adjustments to ensure that these are removed when needed. We recognise that a failure to comply with the reasonable adjustment duty would be an act of unlawful discrimination.
- Where appropriate, we will take lawful affirmative and positive action to encourage participation from groups that are under-represented in our workforce.

6. Employees' Rights and Responsibilities

Employees' rights

Our employees have a right to work in a good and harmonious environment that is free from unlawful discrimination and harassment and to complain about such behaviour should it occur.

We have established an internal grievance procedure (*see employee Handbook) to deal with such complaints and we would encourage aggrieved employees to use it.

Any/all complaints will be dealt with seriously, promptly and confidentially.

Our internal grievance procedure does not replace the right of aggrieved employees to also pursue complaints to an Industrial Tribunal or the Fair Employment Tribunal. Those who wish to consider that option may obtain advice from the Equality Commission (telephone: 028 90 500 600).

Employees who make complaints of discrimination or harassment and others who give evidence or information in connection with such complaints, will not be victimised (i.e. they will not be discriminated against or harassed in retaliation for their actions). Victimisation is also discrimination contrary to the equality laws and this policy.

Employees' responsibilities

All our employees must comply with this policy. They must treat each other with dignity and respect. They must not commit any acts of unlawful discrimination or harassment against any other person, such as their co-workers, job applicants or customers. Such behaviour will not be permitted or condoned. We will treat it as misconduct which may warrant dismissal from employment, or other employment-related penalties as is appropriate.

All our employees should discourage discrimination and harassment by making it clear that they find such behaviour unacceptable and by supporting co-workers who suffer such treatment. Any employee who is aware of any incident of discrimination or harassment should alert a manager or supervisor to enable us to deal with it.

7. Employer's Responsibilities

We will continually make good faith efforts to implement this policy, the Director has responsibility for internal compliance with this policy.

We will:

- Provide all employees with a copy of this policy.

- Ensure that all complaints of discrimination and harassment are dealt with promptly, seriously and confidentially and in accordance with our internal grievance procedure.
- Set a good example by treating employees with fairness, dignity and respect.
- Be alert to unacceptable behaviour and will take appropriate action to stop it.
- Monitor all incidents of discrimination and harassment, and
- Review the effectiveness of this policy periodically.

8. Monitoring and Review

We will monitor all incidents of alleged discrimination, harassment and bullying and we will review the effectiveness of this policy periodically, no less than every three years.

Where such monitoring or review identifies any areas for improvement, we will develop an action plan to address the issue(s).

9. Fair Employment & Treatment (NI) Order 1998

We have just become required to be registered with the Equality Commission for the purposes of the Fair Employment & Treatment (NI) Order 1998. As such we are now obliged to monitor the community background and sex of our job applicants and workforce.

We are also obliged to review the composition of our workforce and our employment policies and practices every three years and, where appropriate, to consider taking affirmative action to promote fair participation between members of the Protestant and Roman Catholic communities.

We are committed to complying with these duties and are setting up suitable arrangements to ensure that we do so.