

Policy for Inclusion for Our People

Version number	1
Date of policy creation	August 2021
Policy ratified by Policy Panel	August 2021
Policy next due review	August 2023
This policy has been considered against all questions on the Equality Impact Statement	No issues recorded

Details of changes made to this version of the policy
Replaces previous Policy for Equal Opportunities

Policy Description

Acorns is proud to be an Inclusive Employer. We are committed to equality of opportunity and to providing a service and following practices which are free from any unfair and unlawful discrimination.

Policy Introduction

Acorns is proud to be an Inclusive Employer. We are committed to equality of opportunity and to providing a service and following practices which are free from any unfair and unlawful discrimination.

Policy

Acorns values people as individuals with diverse opinions, cultures, lifestyles and circumstances. All Acorns employees and volunteers are covered by this policy. Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals at Acorns, as we seek to develop the skills and abilities of all our people.

The aim of our policy is to ensure that no applicant, employee or volunteer receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

This policy applies to all areas of employment including recruitment, selection, learning, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

As part of this process, all people policies and procedures are administered with the objective of promoting equality of opportunity and preventing or eliminating any unfair or unlawful discrimination.

All employees, workers, self-employed contractors or volunteers whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, learning, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the quality of service provided by Acorns.

While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect.

The personal commitment of every employee to this policy and conscious application of its principles are essential to eliminate discrimination and provide equality throughout the charity.

Our commitment as an employer

The Organisation is committed to:

- creating an environment in which individual differences and the contributions of our people are recognised and valued
- ensuring our values encompass equality & diversity
- entitling every person to a working environment that promotes dignity and respect to all.
- a zero tolerance environment for any form of intimidation, bullying or harassment
- providing learning, development and progression opportunities to all employees
- understanding inclusion in the workplace is good management practice and makes sound business sense
- reviewing all our employment practices and procedures to ensure fairness.
- selecting those for employment, promotion, learning, or any other benefit purely on the basis of aptitude and ability
- creating a climate whereby people can express any concerns to managers and senior leaders at any time as well as monitoring and reviewing this policy every 2 years
- having clear procedures that enable any employee to raise a grievance or make a complaint if they feel they have been unfairly treated
- treating breaches of our inclusion policy as misconduct which could lead to disciplinary proceedings
- encouraging all employees and volunteers to come forward with any issues they need assistance and understanding with, no matter their background, identity or circumstances.
- Promoting understanding amongst our people of all protected characteristics.

Inclusion policy statement

Age

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people of working age are given equal access to our employment, learning, development and promotion opportunities and
- challenge discriminatory assumptions about younger and older people.

Disability & Health

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities, where it is feasible to do so
- challenge discriminatory assumptions about disabled people and
- seek to continue to improve access to information.
- Promote understanding and support for people with health conditions including mental and physical health

Race

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racist incidents and
- actively promote race equality at Acorns.

Sex

We will:

- challenge discriminatory assumptions about women and men
- take positive action to redress the negative effects of discrimination against women and men
- offer equal access for women and men to representation, services, employment, learning and pay and encourage other organisations to do the same.

Gender reassignment

We will:

- provide support to prevent discrimination on the basis of gender reassignment.
- prohibit and respond to all instances of discrimination, both from colleagues and externally.

Sexual orientation

We will:

- ensure that we take account of the needs of employees on the basis of their sexuality and
- promote positive images of people with a variety of sexualities.

Religion or belief

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

Pregnancy or maternity

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity
- challenge discriminatory assumptions about the pregnancy or maternity of our employees and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

Marriage or civil partnership

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees and
- ensure that no individual is disadvantaged and that we take account the needs of our employees' marriage or civil partnership.

Ex-offenders

We will prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children, vulnerable adults or the reputation of the organisation).

Equal pay

We will ensure that all employees, regardless of gender, have the right to the same contractual pay range and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

We will publish and circulate internally an annual Gender Pay Gap report.

Training Requirements

Equality and Diversity stance communicated on induction.

Equality and Diversity mandated as required learning

Regular updated learning for all people.

Monitoring

Through the engagement in learning and completion of e-learning
Monitoring incidents and recording feedback

Associated documents

To ensure all associated documents are included with your policy submission. To keep all guidance as separate documents.

References

[Information on Inclusion and Diversity | CIPD](#) Accessed 03.08.2021

[Inclusion and Diversity in the Workplace | Factsheets | CIPD](#) Accessed 03.08.2021

[Overview: Improving equality, diversity and inclusion in your workplace - Acas](#) Accessed 03.08.2021