



# **Achieving Results in Communities (ARC)**

## **Equality, Diversity and Inclusion Policy**

Achieving Results in Communities (ARC) CIC is committed to equality of opportunity in all aspects of its activities. This applies to job applicants, employees, contract workers, volunteers and users of ARC CIC's services. The policy will be implemented within the framework of current legislation.

### **Policy Overview**

ARC recognises that in our society groups and individuals have been and continue to be discriminated against. ARC is committed to achieving Equality, Diversity and Inclusion (EDI) in all aspects of its work. As an organisation we are exploring ways we can implement equity over equality throughout our organisation. We welcome and encourage people from diverse backgrounds, because it reflects our true community and brings in a wealth and breadth of skills and knowledge, which in turn benefits and empowers the whole community.

As identified in the Equalities Act 2010, ARC aims to ensure that no volunteer or employee, either current or potential, is discriminated against either directly or indirectly on the grounds of age, gender, race, disability, religion, pregnancy, maternity or paternity, sexual orientation, gender reassignment, marriage and civil partnership.

We also seek to acknowledge areas of discrimination not highlighted in the act including nationality, cultural origin, experience of mental distress, HIV status, caring or parenting responsibility, class, education, employment status, neurodiversity, political belief or unrelated criminal conviction (this is not an exhaustive list).

ARC values and welcomes diversity and aims to foster a culture of inclusion within all its facilitated activities and groups. We aim to identify and remove barriers to people accessing our services.

ARC will ensure that all staff, contractors, Directors and volunteers understand the legal and moral obligations outlined in this Policy and feel confident in delivery. ARC will take action on any form of discriminatory behaviour or harassment, whether this is based on observation by other staff or participants, or based on a complaint from someone who feels they are a victim of discriminatory behaviour or harassment.

## **Recruitment and Selection of Staff, Contractors, Volunteers and Directors**

It is the intention of the organisation that recruitment decisions are based solely on the relevant merits and abilities of candidates. The organisation will require, therefore, that those involved in staff, contract worker, volunteer and director recruitment do not discriminate, whether directly or indirectly, in the making of those decisions.

All applicants for posts with the organisation shall be given as much clear accurate information in advertisements, job descriptions and interviews as necessary to enable them to gauge their suitability for the post.

Recruitment literature shall not imply that there is a preference for one group of applicants unless this is relevant to the post or specific exemption from equal opportunities legislation has been sought.

Vacancies and volunteering opportunities will be aimed at as wide a group of suitable candidates as possible and will be advertised widely to reach a wide range of applicants.

Application forms shall be as clear as possible and shall not be phrased in too narrow or restrictive terms, and will be free of personal questions, particularly those about marital status and number and ages of children.

All job applicants and prospective volunteers shall be informed that the organisation operates an EDI Policy. Such information will be conveyed in all application forms and advertisements. A copy of the Policy Statement will be provided to all job applicants and prospective volunteers.

### **Training**

Opportunities will be given to employees and committed volunteers to discuss relevant professional development and training, including diversity awareness training. Every attempt is made to ensure learning materials, where possible, portray positive images of people while also reinforcing anti-discriminatory language and images of all individuals and groups.

Equal opportunities will be considered in all training activities and resources. It is crucial that all staff and volunteers are able to participate and enjoy training activities without discrimination.

### **Decision Making Processes**

We aim to reflect the make-up of the community in the decision making processes of ARC CIC and encourage members of groups facing discrimination to be involved in the decision making processes.

ARC CIC actively encourages members of all sectors of the community to offer themselves to join the organisation as a Director or to join any other committee and/or decision making

body established. Consideration will be taken when arranging any meeting to ensure that it is as accessible as possible.

## **Projects and Facilitated Activities**

As an organisation, we value and welcome diversity and aim to foster a culture of inclusion within our facilitated groups.

As far as possible, and within the remits of different projects, we will identify and remove any barriers to people accessing our services, based on sex, gender, class, ethnicity, culture, disability, religion, neurodiversity, or other forms of discrimination outlined in the policy overview above.

We aim to target “hard to reach” people by promoting our services in places more accessible to those target groups e.g. at places of worship, in specific community spaces, at community or religious events and festivals, as well as within the wider community.

We will encourage all project or activity participants to be welcoming of equality, diversity and inclusion.

## **Action on Discriminatory Behaviour or Harassment**

Appropriate action will be taken if any staff member, contractor, volunteer, Director or project participant is seen as, or reported as, displaying discriminatory behaviour or harassment. A complaint or grievance can be made to any staff member, contract worker or a Director.

Discriminatory behaviour or harassment by a volunteer or project participant may be addressed in the first instance by a private discussion to highlight and resolve the issue. If this fails then the issue should be passed to the Directors to seek a solution.

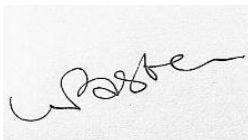
Discriminatory behaviour or harassment by a staff member, contract worker or Director should be passed to the Directors to seek a solution.

## **Monitoring, review and responsibility**

The Directors of ARC are responsible for ensuring implementation of the EDI policy. It will be reviewed by the Directors of ARC on a regular basis to assess progress. As a minimum this will be every two years.

Name: Kath Pasteur

Signed:



Date: 19th June 2024