



Achieving Results in Communities (ARC)

Equity, Diversity and Inclusion Policy

1. Policy Statement

ARC - Achieving Results in Communities is committed to promoting equity, diversity and inclusion in all aspects of its work. We aim to create an environment where all individuals are treated with dignity and respect, and where differences are recognised and valued.

This policy applies to all:

- Employees
- Volunteers
- Contractors
- Directors
- Service users and participants

We are committed to ensuring equality of opportunity and to eliminating unlawful discrimination in accordance with current legislation.

2. Purpose

The purpose of this policy is to:

- Promote fairness and equity in all organisational activities
 - Prevent discrimination, harassment and victimisation
 - Foster an inclusive culture where everyone can participate fully
 - Ensure compliance with legal and ethical responsibilities
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3. Our Commitment to Equity, Diversity and Inclusion

We recognise that individuals and groups in society have experienced and continue to experience discrimination and disadvantage.

We are committed to:

- **Equity:** recognising that individuals have different needs and providing appropriate support to achieve fair outcomes
- **Diversity:** valuing the differences between people and the strengths these bring
- **Inclusion:** creating an environment where everyone feels welcomed, respected and able to participate

We actively welcome people from diverse backgrounds, as this strengthens our organisation and the communities we serve.

4. Protected Characteristics and Wider Inclusion

We will not tolerate discrimination on the basis of protected characteristics, including:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

We also recognise and seek to address discrimination related to:

- Socio-economic background
- Cultural background and nationality
- Mental health and wellbeing
- Neurodiversity
- Caring responsibilities
- Education and employment status
- Political beliefs
- Unrelated criminal convictions

(This list is not exhaustive.)

5. Responsibilities

Directors

- Provide leadership and ensure implementation of this policy
- Ensure appropriate procedures are in place

- Review the policy regularly

Managers / Supervisors

- Promote inclusive practices in their areas
- Address concerns promptly and fairly
- Support staff and volunteers in understanding this policy

All Staff, Volunteers and Contractors

- Treat others with dignity and respect
 - Follow this policy in all interactions
 - Challenge and report inappropriate behaviour
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6. Recruitment and Selection

We are committed to fair and inclusive recruitment practices:

- Selection decisions will be based on merit, skills and experience
- Opportunities will be advertised widely to reach diverse candidates
- Job descriptions and application processes will be clear and accessible
- Applications will not include unnecessary personal questions
- Reasonable adjustments will be made where needed

All applicants will be informed of this policy.

7. Training and Development

We will:

- Provide access to learning and development opportunities for staff and volunteers
 - Promote equality and diversity awareness training
 - Ensure training materials are inclusive and representative
 - Remove barriers to participation wherever possible
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8. Decision-Making and Governance

We aim to ensure that decision-making reflects the diversity of the communities we serve by:

- Encouraging participation from underrepresented groups
- Making meetings and processes as accessible as possible
- Promoting inclusive leadership

9. Service Delivery and Activities

We are committed to inclusive service delivery:

- We will identify and remove barriers to accessing our services
 - We will design activities that are inclusive and accessible
 - We will actively engage underrepresented communities through appropriate outreach
 - We will promote a welcoming and respectful environment for all participants
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10. Addressing Discrimination, Harassment and Victimisation

Any form of discrimination, harassment or victimisation is unacceptable.

Reporting a Concern

Participant or volunteer concerns can be raised with:

- A staff member
- A Director (e.g. kath@arccic.co.uk)

Staff concerns can be raised with:

- ARC EDI Policy Leads (Erica Miles or Agnes Ashbell)
- A Director

All concerns will be taken seriously and handled sensitively.

Process

- Reports will be acknowledged promptly
- An appropriate investigation will be carried out
- All parties will be treated fairly and confidentially
- Action will be taken where necessary

Outcomes

Outcomes may include:

- Informal resolution (e.g. discussion, mediation)
- Formal action (e.g. disciplinary procedures)

Protection

Individuals raising concerns in good faith will be protected from victimisation.

11. Monitoring and Review

We are committed to continuous improvement and will:

- Monitor the effectiveness of this policy
 - Review it a minimum of every two years
 - Update it in line with legal or organisational changes
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12. Accessibility

This policy will be made available in accessible formats upon request.

13. Approval and Review

Signed on behalf of ARC Board of Directors:

Kath Pasteur



Date: 9th April 2026

Next Review Date: March 2028