



SpeakEasy N.O.W.



Treating Everyone Fairly

Equality, Diversity and Inclusion Policy

What is this policy about?



This policy is about how SpeakEasy N.O.W. staff, trustees, and others we work with will ensure everyone is treated fairly and has the same opportunities to do what they want to do. We know that some people may need extra help to do this.

Our policy tells you what we will do about:



- Equality
- Diversity
- Inclusion

The procedure explains how we will do this.

Why we need to have this policy:



- To make sure that SpeakEasy N.O.W. meets its legal and business needs.
- To make sure that all staff, trustees, and others we work with know what our policy is to create a better workplace.
- To set out clear processes and guidelines



The people who may be affected by this policy are:

- Staff
- Members
- Trustees
- Volunteers
- All people who we work with or have contact with



What do equality, diversity and inclusion mean?



Equality means treating people fairly, while understanding their needs. So that everyone has equal opportunity to achieve what they want to.

Making sure that no one is badly treated because of their differences.



Diversity is about valuing individuals for their differences. Making sure that lots of different people are involved.



Inclusion means making sure that everybody has a voice and is able to get involved. This may involve making reasonable adjustments to the way we do things.

SpeakEasy N.O.W. Equality, Diversity and Inclusion Policy:



This SpeakEasy N.O.W. policy is based on The Equality Act 2010, which is a law.

The Equality Act says all people should be treated fairly.



SpeakEasy N.O.W. enables people with a learning disability to speak up and be involved in their communities and improving local services.

We want to give people the opportunity and support they need to do this.



SpeakEasy N.O.W. believe that everyone has the same rights and should be treated fairly.

We are completely against treating anyone badly because they have a disability or because they are different in any other way.



We think it is really good to be involved with people who have lots of different experiences.

We want to make sure everyone can be involved and will make any adjustments that are needed.



It will make SpeakEasy N.O.W. a better organisation.



Protected Characteristics: These are things that make up who people are – their identity, how they see themselves or a group they feel part of.



Some groups of people have not been treated fairly because of who they are.

The Equality Act 2010 wants to ensure that everyone is treated fairly and equally. It has a list of 9 different 'Protected Characteristics' protected by the Act.

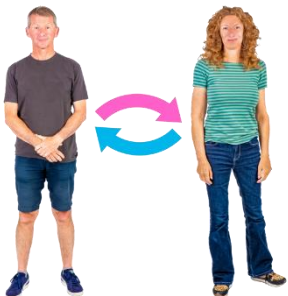


It is against the law to treat people unfairly because of the following reasons:

Here is a list of Protected Characteristics:



1. **Gender** – protecting people from being treated unfairly because they are male or female.



2. **Gender reassignment** – people who have changed their gender for example from a man to a woman or a woman to a man.



3. Marital status (including civil partnerships) –

whether someone is married either a man and a woman or a same-sex couple. Same sex couples can also have their relationships legally recognised as ‘civil partnerships.’



4. Pregnancy – being pregnant or expecting a baby.

Maternity – the time after the birth.



5. Race, Ethnic origin, Colour, Nationality, National origin – how we describe our background. People from an ethnic group might have the same language or culture or religion. A racial group can be made up of more than one distinct racial group, such as Black British.



6. Disability – having a disability, including:

Learning disability

Autism or ADHD

Physical disability

Visual impairment - difficulty or not able to see

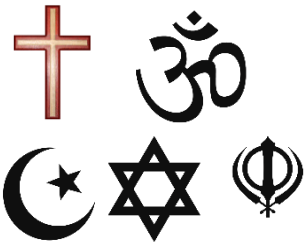
Hearing impairment - difficulty or not able to hear

Other disability





7. **Sexual orientation** – if a person is attracted towards their own sex, a different sex or both sexes, for example if they are heterosexual, gay, lesbian, or bisexual.



8. **Religion or belief** – if someone is part of a particular religion or belief – a belief usually affects the way a person lives their life



9. **Age** – people of different ages for example younger or older people



You can find out more information about protected characteristics by clicking this link:

<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>



Some other ways people might be different include:

- Having children or other caring responsibilities
- Long term medical conditions
- Family background or where you are born. For example, how well off someone's family or the area is.



Equality, Diversity and Inclusion Procedures:

SpeakEasy N.O.W. wants to treat everyone fairly. This includes:



- Staff



- Members

- Management Committee



- Trustees

- Volunteers



- People who are applying for jobs

- Family and carers of our members

How we will do this:



- We will make sure that all staff, Trustees and volunteers have an understanding of their rights and responsibilities as part of this policy
- We will put this policy on our website

Policy reviewed: November 2024
Next review: November 2026



Employment procedures

We will make sure that we don't break any of the laws about employment and discrimination.

We will treat all staff (or people applying to work with us) fairly.

We will make any reasonable adjustments needed.

We will make sure that people are not treated unfairly, when planning any of these things -

- 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 development opportunities





We will identify job roles that are just for people with a learning disability. This will give more opportunities for people with a learning disability to get paid employment.



We will make sure that the application process, employment information and policies are all easy to understand.

We will make sure that employees with a learning disability have any extra support needed.



Taking action on discrimination

SpeakEasy N.O.W. will not tolerate discrimination against our staff or members.

Any reports of discrimination will be dealt with in accordance with our policies on - Bullying and Harassment, Disciplinary and Safeguarding.



Engagement

We will engage with people with a learning disability from as many different communities, groups and backgrounds as possible.





We will plan our meetings and engagement to enable people to take part. For example, using accessible venues and thinking about the best location and time of day to hold the meeting.



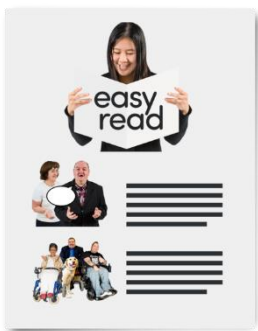
We will encourage people with a learning disability from different groups and backgrounds to become members of SpeakEasy N.O.W.



We will promote the importance of equality, diversity and inclusion to our members and through our engagement with people with a learning disability.



We will encourage people from different groups and backgrounds to take an active role in the work of SpeakEasy N.O.W. and our projects.



Communication

We will make sure that information we give to people is easy for everyone to understand.

We will use Easy Read for all written information.



We have meeting rules to make sure that everyone can understand what is being said and has an opportunity to join in.