



# Equality, Diversity and Inclusion Policy

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

### **Many hearts creating one community**

At Salford Foundation, we are an inclusive community who recognise that our differences are our strengths. Equality, Diversity and Inclusion are part of our history, our present and our future. We are committed to the continuous development in this area, harnessing the talents of staff, volunteers, service-users and stakeholders. We are passionate and dedicated about tackling disadvantage and changing lives.

### **Introduction**

The Company strives to be an equal opportunities employer. This means that decisions concerning recruitment, promotion, dismissal or any other aspect of employment will be based on the needs of the business and not any assumptions based on sex, race, age, disability, gender reassignment, sexual orientation, marriage or civil partnership status, pregnancy or maternity, religion or belief. This is an important commitment which all employees are expected to share positive working practices.

Employees are encouraged and expected to raise with management any discriminatory behaviour, assumptions or attitudes they encounter at work and are entitled to do so free from any reprisal providing they are acting in good faith or in the reasonable belief that they are acting in the public interest.

The promotion of Equality, Diversity and Inclusion of Opportunity is the concern of all involved with Salford Foundation. We are committed to the fair treatment of all individuals irrespective of protected characteristics or individual differences.

The Company takes full account of its legal duties under the Equality Act 2010. It is against the law for anybody to be discriminated against on the basis of any of the following protected characteristics:

- Age
- Gender re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Disability
- Race, including colour, nationality, ethnic or national origin
- Religion or belief or lack of religion or belief
- Sex
- Sexual orientation.

The Company is committed to fulfilling this duty in respect of its employees, volunteers and service users and in actively promoting this duty with its partners.

## **Responsibilities**

The Senior Management Team is responsible for ensuring policy implementation and maintenance, including monitoring and identifying and addressing any deviations from the Policy that may occur. The Chief Executive is responsible for reporting on policy compliance to the Board.

All employees have a responsibility to promote the objectives of this Policy through appropriate action and behaviour. Failure to act within the principles and standards of the Policy will be taken seriously and may result in disciplinary action or dismissal. Salford Foundation employees are made aware of this policy and where to gain access to it during their induction to the organisation and will receive EDI training on how to identify and challenge discriminatory behaviour.

Support and guidance will be provided to managers responsible for recruitment and selection, with updates on any changes to legislation.

As a charitable organisation we accept our responsibility in ensuring fair and equal treatment for our service users and all those who have the potential to benefit from our work. We aim to reach diverse groups within the community and add to the quality of life for those we serve.

In addition, we often work in partnership with other organisations and wish to ensure that our partners meet the standards we expect in relation to equality of opportunity, fair treatment and the promotion of equality, diversity and inclusion.

## **Policy Guidelines**

### **Employees and Volunteers**

The Company believes that its purpose and vision can only be achieved if we make full use of the talents and resources of all our employees and volunteers. Volunteers retain the same rights and obligations as paid employees in relation to equality of opportunity. By maximising the potential of all our people we will develop a consistent standard of quality delivery and a reputation with our service users and partners of being a professional and successful organisation.

In order to develop individuals and communities' potential, we need to recognise and value the broad range of visible and non-visible differences that characterise people and capitalise on these differences in working towards our goals. This includes, but is not restricted to, the list of protected characteristics contained above. By understanding the diversity of our people we can endeavour to meet individual needs and improve our service-to-service users.

The Company is committed to providing a working environment in which all employees are treated with dignity and respect. We will seek to eliminate any unfair discrimination or harassment which contravenes these principles of encouraging diversity and equality of opportunity.

Our vision of equality of opportunity and a diverse organisation will be achieved through:

- Developing and reviewing an action plan to measure our performance against our vision
- Reporting of incidents in relation to discrimination, harassment and hate crime both internally and when appropriate to external relevant authorities.
- All vacancies being advertised openly in appropriate media, in order to reach the widest pool of potential applicants both internally and externally. The company's commitment to equal opportunities will be stated clearly on the website's recruitment page.
- Developing relevant personnel policies, procedures and sharing and adopting best practice.
- Ensuring that personnel decisions in training and development, career progression, etc. are made on the basis of employees' abilities, skills, potential and other job-relevant competencies.
- The application of valid, reliable and fair recruitment and selection methods.

- Ensuring that no employee or job applicant receives less favourable treatment on grounds which are not related to the job role.
- Providing training and development opportunities related to equality and diversity (for instance, through 'good practice' inputs during team meetings).
- Enabling all employees to achieve their potential and make their maximum contribution towards business goals by providing them with relevant training and development opportunities.
- Building a positive and co-operative climate built on trust, respect and openness.
- Creating an environment where threatening, offensive or intimidating behaviour is actively discouraged and seen as unacceptable.
- Monitoring all employees, using the following criteria:
  - Currently in post
  - Prospective employees applying for positions
  - Disciplinary and Grievance issues
  - Leaving Salford Foundation
  - Promotion and Secondment
  - All training and development opportunities undertaken
  - Age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The People team will produce reports for the Senior Management Team, upon request, to monitor equality issues within the Company and agree actions to rectify any imbalances to ensure it will be addressed accordingly. The company recognises the need to analyse levels of diversity in our employees, volunteers and service users to ensure that they reflect the diversity of our local communities.

### **Children, Young people and Adults**

All service users must receive their entitlement to the highest quality of experience that Salford Foundation can provide, irrespective of their protected characteristics or other individual qualities or attributes. Our aim is to enable all our service users to realise their full potential as individuals and as communities and to enhance self-esteem, skills, knowledge and personal development.

To ensure that each individual has real equality of opportunity, it is essential that all Salford Foundation projects apply the principles of equality of opportunity and promote diversity.

Salford Foundation will provide support measures to ensure equality of access and the promotion of diversity, including:

- Monitoring recruitment of service users to ensure a wide cross section of people are engaged.
- Full re-imbursment of out-of-pocket expenses incurred as a direct result of participation in a project, where project budgets allow.
- Aiming to remove barriers to participation wherever we can
- Employing appropriately qualified professionals.
- Signposting and external agency liaison with regard to providing the service users with relevant information and support.
- Gathering service users' demographic information to ensure equality of opportunity and to monitor potential under-representation.
- Enabling service users to interact with a wide range of role models from a diversity of backgrounds.
- Promoting and providing relevant educational and awareness opportunities (for instance, linked to International Women's Day; Black History Month; LGBT History Month etc.).

## **Partner Organisations**

The Company works in both formal and informal partnerships with a wide range of organisations from the public, private, voluntary, faith and community sectors. The Company believes that the developmental experiences provided to its service users are enhanced and enriched by such partnerships.

The Company expects all organisations we work with to be committed to the promotion of equality of opportunity and adhere to appropriate policies, procedures and legal requirements. We expect organisations to have a clear and up-to-date Equality, Diversity and Inclusion Policy, demonstrate behaviour that respects and values individuals and be able to evidence fair and non-discriminatory practices. This would be monitored as part of the due diligence policy.

The Company will seek to support organisations that do not have the appropriate policies in place and wish to achieve the required standards, where practicable. However, the Company will actively disassociate itself from any organisation that continually fails to meet the standards expected or where there is reason to believe the organisation has discriminated unfairly or behaved inappropriately.