

# EQUALITY, DIVERSITY & INCLUSION

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**GROVE Neurodivergent Mentoring & Education LTD.**

Company Number: 14550180.

Registered Address: 86-90 Paul Street, London, England, EC2A 4NE.

Registered in England & Wales.

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## RECORD OF UPDATES:

DATE:	BY WHOM:	DETAILS:

**GROVE Neurodivergent Mentoring & Education** (hereafter “GROVE”) is committed to providing services at the highest standard, in a safe and happy environment. Everything we do is guided by our values:

**NEURO-AFFIRMING**

**CONNECTION**

**COMMUNITY**

**GROWTH**

This policy applies to all staff (employed, contractors, consultants, volunteers and other personnel that is associated with GROVE – together “**Staff**”), as well as any third parties who enter into business or voluntary relationships with GROVE.

**GROVE** is dedicated to creating an inclusive environment for everyone, regardless of cultural background, ethnicity, religion, disability, sexual orientation, intersex status, gender identity, as well as gender expression, parental status, marital status, neurodiversity, or physical appearance.

We’re united by GROVE’s values and we celebrate our unique differences. We believe that articulating our values and accountabilities to one another reinforces that respect and provides us with clear pathways to correct our culture should it ever stray. We commit to enforcing and developing this code as we grow.

The aim is for our team to be truly representative of all sections of society and our customers, and for each staff member to feel respected and able to give their best.

### **This policy’s purpose is to:**

1. Provide equality, fairness and respect for all GROVE’s users and staff in our employment, whether self-employed, employed, temporary, part-time or full-time.

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- 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 developmental opportunities

## **Our commitments: STAFF**

GROVE commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.
3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues. Agreement to follow this policy.

## **The CEO should:**

- Lead by example in providing a work environment that embraces inclusion, diversity and equality.
- Cultivate an environment where LGBTIQ+ employees and customers are embraced and celebrated in the workplace.
- Provide all employees with equal opportunity to apply for available jobs, flexible work arrangements and equal access to relevant training and development opportunities regardless of sexual orientation or gender identity.
- Provide all employees with equal access to fair, prompt and confidential processes to deal with complaints and grievances.

## **All staff should:**

- Treat each other and our users with dignity and respect, in doing so, you contribute to a workplace environment that is positive and safe where everyone feels welcome to work.
- Commit to working with each other as equals on the basis of courtesy, mutual respect and goodwill.
- Value diversity and endeavour to acknowledge, include and support diversity amongst colleagues and customers.
- Use respectful and [inclusive language](#) by using correct pronouns for employees affirming their gender identity.
- Deal with conflicts in a constructive manner and where necessary follow the grievance procedures as outlined below and in our Staff Handbook.

**Our disciplinary and grievance procedures** *(further details in our Staff Handbook)*

Where a breach of this Code of Conduct is reported and proven, remedial action will be taken by the GROVE. This may involve, for example, mediation, counselling, training, and/or reprimand in the case of unintentional and less serious breaches of the Code of Conduct. It may involve disciplinary action through to termination or dismissal in the case of repeated, intentional and/or serious breaches.

Details of the organisation’s grievance and disciplinary policies and procedures can be found in our Staff Handbook.

## **Our commitments: USERS**

GROVE commits to:

1. Demonstrate and encourage equality, diversity and inclusion amongst users.
2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all users are recognised and valued.
3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow users, staff, guest speakers and any others connected to the organisation’s work activities. Please see our User Code of Conduct and Concerns and Complaints Policy.

## **Staff should:**

- Lead by example and foster an environment that embraces inclusion, diversity and equality where all users are embraced and celebrated.
- Treat all users with dignity and respect thus ensuring our environment is positive and safe and everyone feels welcome.
- Commit to working with each user as an equal on the basis of courtesy, mutual respect and goodwill.
- Use respectful and [inclusive language](#) by using correct pronouns for users thus affirming gender identity.
- Encourage all users to also adhere to this (see the User Code of Conduct for further information).

SOURCES:

[Equality, diversity and inclusion policy template | Acas](#)

<https://www.theequalityproject.org.au/>

[Equality, Diversity and Inclusion Strategy 2020 to 2024 - GOV.UK \(www.gov.uk\)](#)