

HAWKWOOD

centre for future thinking

EQUALITY, DIVERSITY & INCLUSION POLICY

POLICY STATEMENT

Hawkwood opposes all forms of unlawful and unfair discrimination or victimisation. Our aim is that Hawkwood's board, team, tutors, visitors, partners and collaborators will be truly representative of the country so that we operate fairly and ensure that individual uniqueness enhances our ability to deliver our strategy.

It is our aim to ensure that no staff member, contractor, volunteer, board member, participant, job applicant or anyone else connected to our work receives less favourable treatment (either directly or indirectly) on grounds of race, age, disability, gender or gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).

All those we work with feel that they belong, feel respected, supported and able to give of their best and are treated equally.

We will develop an Action Plan and necessary processes to ensure that we can achieve this aim and maintain it and we will ensure that our team is supported in delivering the Action Plan and that they are aware of this policy.

We will ensure the team, tutors and visitors can easily access our Grievances procedure and that they are assured that this is a confidential procedure. Any unfair discrimination or victimisation may result in the termination of contract or partnership.

This policy will operate in accordance with statutory requirements. Full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, Government departments, and other statutory bodies.

OUR COMMITMENT

Hawkwood will create an environment in which individual differences does not represent a barrier to involvement, participation, employment or attendance. and the contributions of each service provider, volunteer, participant or other stakeholder is recognised and valued.

Every team member, freelancer and tutor is entitled to a working environment that promotes dignity respect and belonging. No form of intimidation, bullying or harassment is tolerated.

Selection for provision of Hawkwood's services will be on the basis of aptitude and ability.

Selection processes are regularly reviewed to eliminate the potential for unconscious bias affecting decision making and to champion inclusion and diversity.

Hawkwood will develop connections, programmes and initiatives which increase the potential for applications for vacancies and opportunities from diverse applicants.

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All team members will be supported and encouraged equally to develop their full potential and their talents will be fully utilised to encourage innovation, thinking and acting differently and the efficiency and effectiveness of the organisation.

Training and development opportunities will be made available whenever possible and adjusted to suit individual access requirements.

We will establish a critical friends network from backgrounds represented in the 'protected characteristics'¹ to advise on language, policy and processes related to EDI.

We will promote equality, inclusion, diversity and belonging in our places and programmes of work, which we believe is good practice and makes sound business sense.

Breaches of our equality, diversity and inclusion policy will be regarded as a serious breach and could lead to the termination of agreements and contracts.

This policy is approved by Hawkwood's Board of Trustees.

The policy will be monitored and reviewed on an annual basis or in the event of changes or issues arising whichever is a shorter time interval.

These commitments will be embedded in partnership agreements and contracts, and service delivery expectations. The policy is available to all staff members via the Hawkwood Handbook.

RECRUITMENT AND SELECTION OF STAFF and FREELANCERS

Please see the Staff Handbook for the recruitment and selection of staff and freelancers.

RESPONSIBILITIES OF BOARD OF TRUSTEES

Accountability for this policy rests with Hawkwood's Board of Trustees. Responsibility for ensuring the effective implementation and operation of the arrangements is delegated by the Board to the Core Hawkwood Team who will ensure that they, and freelance teams they work with, operate within this policy, ensure that all reasonable and practical steps are taken to avoid discrimination. At the Board's direction, the Chief Executive will ensure that:

- freelance contractors are aware of the policy and the arrangements, and the reasons for the policy
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible
- Hawkwood's CEO will be responsible for monitoring the operation of the policy

RESPONSIBILITIES OF STAFF MEMBERS, FREELANCERS and TUTORS

¹ race, age, disability, gender or gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation

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Responsibility for ensuring that there is no unlawful discrimination rests with all staff members, freelancers and tutors, and their attitudes are crucial to the successful operation of this policy. In particular, they will:

- have opportunities to discuss and understand the importance of this policy, and its implementation in the delivery of services for Hawkwood
- maximise opportunities to include people from diverse backgrounds and a range of experiences in the delivery of services
- comply with the policy and arrangements
- not discriminate in their day-to-day activities or induce others to do so
- not victimise, harass or intimidate staff members, tutors, visitors or groups
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic
- immediately inform a Core Team member if they become aware of any discriminatory practice

THIRD PARTIES

Third-party harassment occurs where a Hawkwood staff member is harassed, and the harassment is related to a protected characteristic, by third parties such as partners, stakeholders or participants. Hawkwood will not tolerate such actions against its staff members, and the staff member concerned should inform a Core Team member immediately if this occurs. The Charity will fully investigate and take all reasonable steps to deal with the complaint in an appropriate way, provide reasonable support to the victim of harassment and ensure steps are taken to reduce the likelihood of such harassment in future, if possible.

RIGHTS OF DISABLED PEOPLE

The Charity will:

- Make reasonable adjustments to maintain the services of a staff member who is, or becomes disabled, (for example; providing training, support to obtain special equipment, reduced working hours).
- Make reasonable adjustments to ensure that disabled people are able to take part in Hawkwood's programmes, as team members, as participants and as contributors.
- Wherever possible, remove the barriers disabled people may face by making reasonable adjustments which enable people to apply for and effectively deliver the services for the Charity and take part in Charity activities and opportunities.

EQUALITY, DIVERSITY & INCLUSION TRAINING

Training will be provided for core team members on this policy and the associated arrangements.

All those who have an involvement in the recruitment and selection process will receive training.

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Critical Friends will be sought to contribute to recruitment processes, and to offer challenge and support to the organisation as it reviews and embeds effective strategies towards realising our aim of being a representative, diverse and inclusive organisation.

MONITORING

The Charity deems it appropriate to state its intention not to discriminate and will introduce a confidential monitoring system to measure the effectiveness of the policy and arrangements so that this is monitored consistently across the organisation.

The system will involve the routine collection and analysis of information on applicants, staff members and volunteers by age, gender, marital status, ethnic origin, sexual orientation, religion / beliefs and disability.

The information collected for monitoring purposes will not be used for any other purpose.

The Charity will regularly review its Equality Action Plan to address issues of lack of representation. This will include a review of recruitment and selection procedures, Charity policies and practices as well as consideration of taking legal Positive Action.

RELATED POLICIES AND ARRANGEMENTS

All Charity policies and arrangements have a bearing on equality of opportunity. The Charity policies and documentation will be reviewed annually to ensure that they do not undermine our EDI Policy.

GRIEVANCES/DISCIPLINE

Staff members have a right to pursue a complaint concerning discrimination or victimisation via our Grievance Procedure.

Discrimination and victimisation will be treated as serious offences which may result in the termination of a Service Agreement, employment, or critical review of partnership arrangements with third parties.

REVIEW

This policy will be regularly reviewed by the Board of Trustees.

Approved by the Board of Trustees on

Date:September 2025.....

Review Date:September 2027.....