



# Diversity, Equity & Inclusion Policy

Version/Date Approved	January 2024
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Approved by	Board of Trustees
Date original version of policy approved	January 2021

Next Review Date	January 2026
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## **Purpose**

This policy applies to all Trustees, staff, and volunteers.

## ***Commitment***

Diversity, equity, and inclusion are central to the work of Adult Literacy Trust.

Adult Literacy Trust will treat all people with dignity and respect, welcoming and valuing the diversity of all. It will promote equality of opportunity, diversity, and inclusion. It aims to eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/belief, pregnancy and maternity, irrelevant offending background, or any other factor irrelevant to the purpose in view.

It will tackle social exclusion, inequality, discrimination, and disadvantage by advancing the education of adults in reading, writing and other literacy skills.

For this policy to be successful, it is essential that everyone is committed to and involved in its delivery. Adult Literacy Trust aims to embed non-discrimination in all its policies, procedures, day-to-day practices, and external relationships.

## **Aims**

Adult Literacy Trust aims to:

- Provide services that are accessible according to need;
- Promote equality of opportunity and diversity in volunteering, employment, and development;
- Create effective partnerships across the community.

## ***Objectives***

Adult Literacy Trust's objective is to realise its standards by:

- Sustaining, regularly evaluating, and continually improving its services to ensure equality and diversity principles and best practice are embedded in its performance to meet the needs of individuals and groups;
- Working together with the community to provide accessible and relevant service provision that responds to service users' needs;
- Ensuring Trustees, staff, and volunteers are representative of the community served and the employment policies are fair and robust;
- Responding to volunteers' & employees' needs and encouraging their development to increase their contribution to effective service delivery;
- Recognising and valuing the differences and individual contribution that all people make to Adult Literacy Trust;
- Challenging discrimination;
- Providing fair resource allocation;
- Being accountable.

## ***Why have this policy?***

Adult Literacy Trust recognises, respects and values diversity in its Trustees, staff, and volunteers.

Adult Literacy Trust has this policy because it is a people-led organisation that must always ensure it meets the needs of the community through fair and appropriate employment and development of the people who work and volunteer for Adult Literacy Trust.

## **PROCEDURES**

### ***Responsibility for Implementation***

This policy covers the behaviour of all people employed or volunteering in Adult Literacy Trust or using the services and sets out the way they can expect to be treated in turn by Adult Literacy Trust. The overall responsibility for ensuring adherence to and implementation of this policy lies with the Trustees, staff, and volunteers.

### ***Method of Implementation***

Adult Literacy Trust intends to implement this policy by:

- Ensuring that Trustees, staff, and volunteers are made aware, understand and are willing to implement, this policy. All Trustees, staff, and volunteers will be given access to this policy as part of their induction;
- Ensuring that it is a condition of paid employment in Adult Literacy Trust;
- Actively encouraging Trustees, staff, and volunteers to participate in anti-discriminatory training, and making time and resources available for such training;
- Monitoring the services, publicity and events provided by Adult Literacy Trust, to ensure that they are accessible to all sections of the population and do not discriminate and taking active steps to ensure that participation is representative.

### ***Monitoring and Reviewing***

Adult Literacy Trust has declared its commitment to establishing, developing, implementing, and reviewing a policy of equality of opportunity. Effective record keeping and monitoring, and acting on information gathered, are essential to measure effectiveness and plan progress. The Board will review the policy annually.