



EYAI

Enhancing Young Adults' Independence · Registered charity in England and Wales, no. 1195406

EYAI Equal Opportunities Policy

Promoting Diversity, Fairness, and Inclusion in the Workplace

Updated October 2025 · Kept under ongoing review by the Trustee Team

Introduction

Enhancing Young Adult's Independence (EYAI) is dedicated to providing equal opportunities to all staff members and applicants. Our approach ensures that employment-related decisions are made solely on merit and the legitimate business needs of the Charity. We strictly prohibit discrimination on the grounds of race, colour, nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, disability, religion or belief, age, or any other protected characteristic as defined under the laws of England and Wales.

Our Commitment

EYAI strives to foster a working environment where every individual can realise their potential without fear of discrimination or harassment. Our commitment to equal opportunities encompasses all aspects of the employment relationship, including:

- Recruitment and selection processes
- Terms of employment, pay, and benefits where relevant
- Training, professional development, and promotion
- Workplace conduct, task allocation, discipline, and grievances
- Work-related social activities
- Termination of employment and post-employment matters, such as references

The principles of this policy also extend to interactions with clients, customers, suppliers, and former staff members.

Scope and Responsibilities

Achieving an equal opportunities workplace is a shared responsibility. This policy applies to all EYAI staff, regardless of role, seniority, tenure, or working hours, including Trustees, Managers, consultants, contractors, casual or trainee staff, fixed-term staff, volunteers, and interns.

The EYAI Management Team holds overall responsibility for the implementation and review of this policy, with the Manager appointed to oversee day-to-day compliance. All staff are expected to comply with the policy, treat others with dignity, and refrain from discrimination or harassment. Staff involved in management, recruitment,

or staff development have a particular duty to set a positive example and promote the objectives of equal opportunities.

Understanding Discrimination

Discrimination can be direct or indirect, intentional or unintentional. Under this policy:

- **Direct discrimination** involves treating someone less favourably because of a protected characteristic, or because they are perceived to have, or are associated with, someone with such a characteristic.
- **Indirect discrimination** occurs when a seemingly neutral provision, criterion or practice disadvantages individuals with a particular protected characteristic, unless it is a proportionate means of achieving a legitimate aim.
- **Victimisation** means treating someone less favourably because they have made or supported a complaint about discrimination.
- **Harassment** is unwanted conduct related to a protected characteristic (or of a sexual nature) that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Harassment, whether a single incident or repeated behaviour, is not tolerated. Staff must ensure their conduct is appropriate and respectful at all times.

Support for Disabled Staff

EYAI encourages staff who consider themselves to have a disability to speak confidentially with the Manager to discuss any necessary support or reasonable adjustments. We are committed to treating such disclosures with sensitivity and respect, and will work with staff to accommodate needs wherever possible.

Monitoring and Data Protection

EYAI monitors the diversity of job applicants regarding characteristics such as sex, sexual orientation, ethnic group, disability, religion, and age to assess the effectiveness of our equal opportunities measures. This information is provided voluntarily, kept anonymous, and used solely for the purposes of promoting equality and diversity.

Staff Development and Promotion

Training needs are identified through regular appraisals, and appropriate opportunities are made accessible to all staff. Promotion decisions are based on merit and proportionate, business-related criteria.

Conditions of Service

Access to employment benefits and facilities is regularly reviewed to ensure fairness and to eliminate any unlawful barriers. All redundancy and termination processes are conducted fairly and without discrimination.

Raising Concerns

If you believe you have been subject to discrimination, you should follow EYAI's Grievance Procedure. All staff are responsible for challenging discrimination and reporting any concerns to the Manager which will be passed to the trustees. Complaints will be kept confidential as much as possible. Staff who raise concerns in good faith are protected from retaliation or victimisation. Disciplinary action, up to and including dismissal, may be taken against anyone found to have discriminated or retaliated.

In some cases, it may be necessary for a staff volunteer to be placed on leave while an investigation is conducted, particularly in cases of alleged harassment.

Compliance and Legal Considerations

Breaches of this policy are taken very seriously and may lead to disciplinary action, including possible dismissal. Individuals may also be personally liable for acts of discrimination, and intentional harassment of another employee may constitute a criminal offence.

Policy Review and Feedback

The Trustee Team will keep this policy under ongoing review. Staff are encouraged to provide feedback and suggest improvements by contacting the Manager.

This policy statement is for guidance and does not form part of any contract of employment. EYAI reserves the right to amend this policy at its discretion.

I have read and understand the equal opportunities policy.

Signed: _____ Print Name: _____ Date: _____
