



Change Agents UK (Charity) and Change Agents UK Trading Ltd (the wholly owned Not-for-Profit business subsidiary) are committed to encouraging equality, diversity, and inclusion and eliminating unlawful discrimination.

The policy's purpose is to:

- Provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time.
- To create a workforce that is diverse, inclusive and promotes positivity and empowerment, no matter their background or characteristics so that all feel valued, equal, included and empowered.
- Not unlawfully discriminate as per the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality or ethnic or national origin), religion or belief, sex, and sexual orientation.
- 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, access to facilities and selection for employment, promotion, training, or other developmental opportunities.

Change Agents UK commits to:

- Building an environment that encourages and values equality, diversity, and inclusion in the workplace where everyone will be treated fairly, with respect, and will be given equal opportunity.
- Creating 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.

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during 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 1977 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- 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.
- Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.
- Monitor the effectiveness of the equality, diversity, and inclusion policy, review any action plans annually, and considering any actions to address any issues.

Change Agents UK Trading Ltd (as the wholly owned not-for-profit business subsidiary of Change Agents UK Charity that specialises in employment and recruitment services) commits to the above policies listed, and further commits to:

- Creating a culture of fairness, respect, support, inclusion and equal opportunity for clients, candidates and our staff team.

- **Job Descriptions**

Encouraging simplified job descriptions that clearly define both the essential criteria for the role and any desirable criteria; we support clients and partners to consider this in depth to improve accessibility, inclusivity and to ensure that the eligible pool of candidates is not unnecessarily or unfairly restricted. We support and encourage options for part-time and flexible working where possible as this can increase accessibility for women, carers, parents and people with disabilities. We check language for unconscious bias on the basis of age, sex, disability, ethnicity, gender, mental health, race, sexual orientation or socioeconomic background..

- **Advertising**

Ensuring that all information provided is accurate, truthful and up to date to prevent advertising incorrect or misleading information. This includes having full transparency within our job descriptions regarding salaries and benefits.

Advertising across a wide range of platforms and networks to reach diverse groups of candidates.

Having our commitments to EDI and unconscious bias as a written statement within all job advertisements and job descriptions. This states that Change Agents UK is committed to reducing inequality, valuing diversity, and enabling inclusion. We welcome applications from people from all parts of the community, particularly where there is under-representation.

Preventing unconscious bias by encouraging applicants to **not** have any descriptive or personal information on their CV or Cover Letter such as date of birth, photographs, ethnic origin, marital status, sexual orientation, National Insurance number, work permit number or any other unnecessary personal data.

- **Interviews**

Asking candidates whether they need any assistance during the application and interview process and making reasonable adjustments where necessary.

Informing candidates about what to expect during the interview process, such as the level of formality, details of the interview panel, length of interview, or any preparation needed.

Ensuring that all candidates are treated equally and assessed fairly with all applicants for the same role assessed against consistent assessment criteria. Recording notes throughout the assessment process and offering feedback to all candidates who are interviewed.

- Inviting candidates to complete an optional Equality, Diversity and Inclusion Monitoring form. This will not form any part of the selection process but is used to help us monitor the effectiveness of our policy.
- Ensuring that our staff recruitment team are actively trained on EDI and unconscious bias to ensure continual improvements to best practice, preventing unlawful discrimination or bias.

We acknowledge that there will always be the necessity and opportunity for continuous learning and the evolution of policy and practice. and We are open and responsive to change and commit to reviewing this policy and our practices annually, or earlier if necessary.

The equality, diversity and inclusion policy is fully supported by senior management and our trustees.