



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

The policy's purpose is to:

- Provide equality, equity, 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, as well as additional commitments of:

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

Job Descriptions

- Enquiring with clients about full benefits package such as flexible working, pension, holidays, maternity, sickness as well as any Health and Safety risks. We encourage flexible working where possible to widen the talent pool of potential candidates, helping to increase accessibility such as for women, carers, parents, those from lower incomes or those with disabilities.
- Job Descriptions and person specification will be thoroughly reviewed to increase inclusivity and ensure that to remove any unnecessary barriers. We conduct an inclusive language check by running our documents through an inclusive language checker to prevent biased language on the basis of age, cultural, disability, ethnic, gender, mental health, racial, sexual orientation, socioeconomic bias. As well as ensuring there are no ethnic slurs, gendered pronouns or gender-specific language.
- We encourage simplified job descriptions and person specifications that include only the necessary requirements relevant to the role and that do not include specifications that may show bias or discrimination. Providing expert advice to clients to ensure that job adverts and information are free from bias and discrimination, this includes a person specification being appropriate for the role that does not exclude individuals based on any of the Protected Characteristics or otherwise discriminatory.

Advertising

- Taking time and consideration to ensure 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 all benefits and employment packages.
- Recruiting from a broad range of sources and platforms to reach all 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

- Enquiring with candidates whether any assistance may be required, making any reasonable adjustments where necessary throughout the application process. This includes making accommodations if, and when necessary, for telephone, virtual, or in-person interviews.
- Inform candidates on what to expect within the interview process, such as the formality, interview panel, length of interview, or any preparations needed. This includes challenging clients on any unnecessary testing that is not relevant to the role.
- Encourage clients to provide interview questions and subject prompts. This includes providing an 'Interview checklist' to candidates upon securing interviews.
- Ensure that all candidates are assessed equally and fairly with all applicants to the same role against the assessment criteria for the specific role. Recording notes throughout the assessment to refer back to.
- Offer 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 to continually learn. We appreciate that the equality, diversity and inclusion space is constantly evolving, and we are open and responsive to change. We 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.