

Equality, Diversity and Inclusion Corporate Policy

Version 2.0

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Version Control

Note: minor updates increase version number by 0.1, major updates increase version number by 1.0.

Version Number	Sections Amended	Date of update	Approved by
1.0	First issue in new template	28/03/13	Leadership Team
1.1	Amendments requested by the Board completed	14/05/13	Board
1.2	Minor changes	29/04/14	Leah Smith
1.3	Name change & Logo	17/07/14	Leah Smith
1.4	Policy reviewed by Board 1 July 2014	2 July 2014	Phyllida Culpin
1.5	Policy reviewed by Board May 2015	May 2016	Phyllida Culpin
1.6	GDPR statement added	Sept 2018	Pending Sept Board Meeting
2.0	Updated to Policy to align with Terms of Reference and new colleague titles	January 2019	TBC

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1. **Introduction**

Our vision is to promote a culture where Equality, Diversity and Inclusion are valued and respected throughout the business.

We recognise that there is inequality in society, in our own communities and in our workplace and we would like to make a difference. We know that organisations can be more effective, innovative and successful because they are more diverse, but we don't think this is the reason for seeking a more inclusive world. It is simpler than that, it is just the right thing to do.

This policy underpins all policies and major decision making.

2. **Values and Commitment**

We believe that a commitment to Equality, Diversity and Inclusion and the value it brings is a key foundation of our effectiveness as a business and supports us in achieving our NextGen Strategy.

We will strive to ensure that (wherever possible) we:

- Adopt positive action if required, to ensure that the composition of the Board, customer involvement groups and our colleagues fairly represent the communities we work in.
- Take full account of our customers' and colleagues' diversity, providing services that are appropriate to their needs and aspirations.
- Design and develop our services to meet the diverse needs of our customers.
- Encourage all communities to take part in decision making and developing services through customer involvement initiatives.
- Develop a culture that values people from all sections of society and the individual contributions they make.
- Protect customers, Board Members, colleagues and service providers from bullying, harassment, victimisation and unfair treatment.

3. **Collective and Personal Responsibility**

All Board members, customer involvement groups and colleagues at Yarlington have a responsibility to implement this policy.

3.1 Board Members

Board members are responsible for:

- Approving the Equality, Diversity and Inclusion Policy.
- Reviewing the Policy and action plans on an annual basis.
- Monitoring and analysing performance against targets and agreeing corrective action where appropriate.
- Considering the Equality, Diversity and Inclusion of all proposals to the Board, ensuring effective Equality Impact Analysis has been undertaken where appropriate.
- Helping to embed a culture within Yarlington that properly considers and acts correctly and consistently on Equality, Diversity and Inclusion issues.

3.2 Executive Team

The Executive Team are responsible for:

- Ensuring Equality, Diversity and Inclusion is included in all corporate strategies.
- Ensure all corporate strategies and substantial business decisions are subject to Equality Impact Assessments.
- Monitoring and analysing performance against targets and agreeing corrective action where appropriate.
- Embed a culture within Yarlington that properly considers and acts correctly and consistently on Equality, Diversity and Inclusion issues.
- Consider and agree any significant decisions, requests for change to company policy and budget requests put forward by the EDI Group.
- The Executive Director of People, Information and Culture will act as the champion on this policy and will be responsible for drafting changes to the policy and reporting progress.

3.3 Heads of Department

The Heads of Department are responsible for:

- Implementing this Policy through annual and long-term action plans.
- Making sure that this Policy is consistently applied in all areas of work.
- Ensuring that their respective departments understand the Policy and are helped to put it into practice.
- Taking immediate action to correct the behaviour and conduct of any colleague whose behaviours are not in line with this Policy.
- Reviewing existing and new policies and procedures to ensure that they align.

3.4 EDI Group

The EDI Group are responsible for:

- Supporting Yarlington to become increasingly inclusive.
- Raising awareness, challenge and innovate on area of Equality, Diversity and Inclusion.
- Reporting to the Board on Equality, Diversity and Inclusion performance.
- Supporting Yarlington to identify the impact of business change on Equality, Diversity and Inclusion.

3.5 All Staff

- All staff are responsible for practising and promoting Equality, Diversity and Inclusion in their day-to-day activities. They are responsible for ensuring that their behaviour and actions comply with and support this policy.
- If staff have any concerns regarding Equality, Diversity and Inclusion issues they can talk to their line manager, Head of Department, the HR team, put in an official grievance or invoke the whistle-blowing policy if necessary.

4. Corporate Commitment and Continuous Improvement

We will demonstrate corporate commitment and continuous improvement through:

- Designating the Executive Director for People, Information and Culture to champion Equality, Diversity and Inclusion.
- Having an active EDI Group providing appropriate training and guidance to all colleagues, Board members, customer groups, main contractors and partners to ensure that they clearly understand their position in law and their personal responsibilities.
- Publishing this Policy and making it available to Board members, colleagues, contractors, suppliers and customers.
- Ensuring that commitment to Equality, Diversity and Inclusion forms part of our procurement process.

- Taking into account Equality, Diversity and Inclusion in everything we do in the business.
- Regularly analysing and reporting performance against targets to the Board, customers and colleagues.
- Reviewing this policy on an annual basis.
- Updating the policy in-line with new and developing legislation.
- Ensuring adequate mechanism for feedback, via EDI Group, performance appraisals and colleague satisfaction surveys.

5. Use of Data and Information

We will collect data on the protected characteristics from colleagues and customers provided that we can demonstrate that we can use this insight to improve how we deliver services and/or prevent unfair or inappropriate treatment.

We will ensure that all data handling is consistent with the General Data Protection Regulation (GDPR) (EU) 2016/679 and the Data Protection Act 2018.

6. Setting Targets, Monitoring and Review

To assess the effectiveness of this Policy monitoring systems are essential. We monitor the collection of protected characteristics data and have established a number of performance indicators. Monitoring of Equality, Diversity and Inclusion priorities and performance are ongoing and reviewed by the EDI Group. Formal update reports are provided to the Board at least twice a year.

7. Policy Review

This policy will be reviewed by the Board on an annual basis.