



Worcester City Welcomes Refugees (WCWR) Equity, Diversity & Inclusion Policy, September 2025.

WCWR is committed to the principle of equal opportunity in employment. The Charity's objective is to ensure that individuals are selected, promoted, and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

The terms equality, inclusion and diversity are at the heart of this policy. Equity means ensuring everyone has equitable opportunities to fulfil their potential free from discrimination, whether direct or indirect. Inclusion means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. Diversity means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our charity to reach his or her potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All job applicants, employees and workers, including any agency workers, are covered by this policy and it applies to all areas of employment including recruitment, selection, training, career development, and promotion.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Charity as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with management and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Charity.

WCWR will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant, employee, or worker receiving less favourable treatment because of a protected characteristic within the Equality Act 2010. The protected characteristics the act refers to are race, including colour, nationality, ethnic or national origin and caste; religion or belief; disability; sex; sexual orientation; pregnancy or maternity; gender reassignment; marriage or civil partnership; and age.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

WCWR has the primary responsibility for successfully meeting these objectives by:

- not discriminating in the course of engagement against employees, workers or job applicants;
- not inducing or attempting to induce others to practise unlawful discrimination;

- bringing to the attention of our workforce that they may be subject to action under the disciplinary procedure, or other appropriate action, for unlawful discrimination of any kind.

You can contribute by:

- not discriminating against fellow employees, workers, customers, clients, suppliers or members of the public with whom you come into contact during the course of your duties;
- not inducing or attempting to induce others to practise unlawful discrimination;
- reporting any discriminatory action to Management.

The successful achievement of these objectives necessitates a contribution from everyone and you have an obligation to report any act of discrimination known to you.

If you consider that you are a victim of unlawful discrimination you may raise the issue through the grievance procedure.

EDI Strategy

Aim; to eliminate discrimination, promote equality in opportunity and foster good relations across all protected characteristics as defined in the Equality Act 2010.

WCWR will exercise a moral duty of fair treatment and equality of opportunity to provide an inclusive environment for all employee, volunteers and third parties, such as customers and clients, within all protected characteristics.

This Strategy supports the delivery of WCWR's expectation that all employees and volunteers will be expected to carry out their duties and behave in a way that is consistent with our values and our legal responsibilities in accordance with the Equality Act 2010.

Employees and volunteers will work to create an open, diverse and inclusive environment. All staff are required to challenge and address all forms of discrimination, provide a safe space where open and honest conversations can happen and engage in training and upskilling opportunities to develop their knowledge, understanding and cultural competence.

This will increase client and customer trust and confidence in the charity, foster good relations, to create an inclusive environment and welcoming workspace and help to create active engagement by all staff to promote collective responsibility and foster a culture of inclusion.

The Aim of the EDI Policy is:

- to recognise and value people's differences and support them to reach their full potential
- ensure equality of opportunity for all
- commit to objective recruitment, training and promotion of people based on their qualifications, experience and abilities for the roles within WCWR
- ensure compliance with obligations under Equality legislation and demonstrate commitment to treating people fairly and equally
- Employees, volunteers and trustees are also personally liable under equity legislation for any act of unlawful discrimination

EDI in Practise

In carrying out the policy, WCWR will undertake the following actions

- Use selection criteria that does not unlawfully discriminate in the recruitment / selection promotion process
- Requirement of entry to employment / volunteering or progression to be objectively based on merit
- Ensure every individual is assessed according to his or her personal capacity to carry out a given role. Where appropriate, make reasonable adjustments to the workplace environment, role or contract, in line with the Equality Act 2010. Review at regular intervals (annually) or when there is a change in their health or in the workplace environment.
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary processes
- Ensure regular review of policy and review in line with legislative changes.

Implementation of the EDI Policy

How will we promote and implement this?

1. Communication – copies available, accessible format, new starts, team mtgs, training
2. Working with our partners – asking to see their policy, their EDI in practice, inc. monitoring
3. Users of our service – accessible format / other languages, staff diversity, impact assessment
4. Monitoring the policy – diversity data, training data, management and board mtgs.

Reporting discrimination / potential discrimination

- Who to raise to and how for staff, volunteers and service users
- Guidance on reporting and procedures for reporting discrimination
- Note, Roundabout will not tolerate discrimination in any form
- Highlight that service users should use this procedure

Review

How often and who – annual or when legislation changes, by trustees and managers

Legislation

Equality Act 2010, Human Rights Act 1998