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| Youth Cymru Logo JPEG | **Equality and Diversity Policy** |

**1. Statement of intent**

1.1 Youth Cymru is an equal opportunities employer and provider and recognises that discrimination limits the lives, experiences, choices and wellbeing of those with little or no power. We are committed to celebrating diversity and tackling all forms of discrimination. In its aim to achieve genuine equality of opportunity Youth Cymru will recognise its responsibility as an employer and service provider with regard to the Equality Act (2010).

The policy is related to employment matters affecting individuals and groups, whether they are actual or potential employees of Youth Cymru, as well as all who come into contact with the work Youth Cymru delivers.

**2. Legislation**

2.1 The new Equality Act came into force in 2010 and replaces all previous equality legislation in England, Scotland and Wales – namely the Race Relations Act 1976, the Disability Discrimination Act 1995, the Sex Discrimination Act, the Equal Pay Act, the Employment Equality (Age) Regulations 2006, The Civil Partnership Act 2004, the Employment Equality Regulations 2003 (religions and belief and sexual orientation).

2.2 The Data Protection Act (DPA) will be replaced in 2018 by more comprehensive and rigorous **General Data Protection Regulations**. Intended to expand the scope of existing regulations and strengthen the rights of data subjects, the new data protection regulations come into effect on **25th May 2018** and will change the way every employer handles data. In this policy context the GDPR this relates specifically to how Youth Cymru will collect and protect its diversity data.

2.3 We are committed to ensuring that all people irrespective of their protected characteristics of age, disability, race, gender, gender reassignment, sexual orientation, religion, pregnancy or marital or civil partnership status are treated with dignity and respect and are able to fully participate in all Youth Cymru activities.

2.4 In valuing diversity Youth Cymru is committed to go beyond the legal minimum regarding equality.

Youth Cymru recognises that discrimination can take many forms:

* **Direct discrimination**; where a person is treated less favourably than another person because of a protected characteristic
* **Discrimination by association**; discrimination against someone because of their relationship with or association to another person who possesses a protected characteristic
* **Discrimination by perception**; discrimination against someone on the basis that they are perceived to possess a particular protected characteristic
* **Indirect discrimination;** where a policy or practice is applied to everyone in the same way, but leads to people from a particular protected group being treated less favourably than others.
* **Harassment**; unwanted contact which violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person.
* **Victimisation;** where a person is treated less favourably than others because they have done a ‘protected act’ (or it is believed that they have done or are going to do a protected act). A protected act includes making a claim or complaint of discrimination under the Equality Act or giving evidence in relation to a complaint.
* **Bullying**; behaviour which is offensive, intimidating, malicious, insulting or an abuse of power.

2.4 All complaints will be taken seriously and appropriate measures including disciplinary action may be brought against any individual who unlawfully discriminates against, harasses, bullies or victimises any other person.

**3. Expectations**

3.1 All Youth Cymru staff, trustees and volunteers will:

* Create an environment where equality and diversity is valued, promotes dignity and respect and all forms of discrimination and inappropriate behaviour challenged and dealt with through the appropriate disciplinary channels;
* Operate an open and fair recruitment and selection process and encourage applications from all groups in the community;
* Selection for employment, promotion, training or other benefit will be on the basis of aptitude and ability;
* Require all existing and new employees and volunteers to attend equality and diversity training and provide additional and appropriate training and guidance to employees and volunteers in fulfilling their role and responsibilities;
* Investigate any complaint of discrimination on any grounds in line with Youth Cymru’s complaints procedure; and
* Regularly review policies and procedures to ensure they are in line with best practice and all legal requirements.

**4 Recruitment and Selection**

4.1 The recruitment and selection process is crucially important to any Equality and Diversity policy. We will endeavour through appropriate training to ensure that employees, making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

4.2 Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

4.3 Job descriptions, where used, will be revised to ensure that they are in line with our Equality and Diversity policy. Job requirements will be reflected accurately in any personnel specifications.

4.4 We will adopt a consistent, non-discriminatory approach to the advertising of vacancies. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job. Short-listing and interviewing will be carried out by more than one person. Interviewing will include one or more young person.

4.5 Interview questions will be related to the requirements of the job and will not be of a discriminatory nature. Selection decisions will not be influenced by any perceived prejudices of other staff.

**5. Services**

5.1 Services and events delivered by Youth Cymru will be designed to be accessible to all participants. Youth Cymru will endeavour to design services and events on the basis of need having undertaken appropriate research. Evaluation systems to further identify needs will be inherent within all service delivery design.

**6. Training**

6.1 Training is without question one of the best methods of promoting equality of opportunity in the workplace. As a strategy and technique to inducing change and development, training can provide a unique opportunity to encourage the formulation of an equality culture within any organisation.

6.2 All existing and new employees and volunteers are required to attend equality and diversity training.

**7. Monitoring and Review**

7.1 Diversity monitoring is considered an essential process for Youth Cymru to identify patterns and highlight areas of concern. Diversity information provided by job applicants, employees and volunteers for monitoring purposes is kept confidential and in line with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) Youth Cymru will consider and take any appropriate action to address any problems which may be identified as a result of the monitoring process.

**7.2 The General Data Protection Regulations (GDPR) has been introduced placing more emphasis on s**afeguard individual rights and privacy

7.3 As required by the GDPR all diversity data will be protected and systems will be built into assure this protection.

7.5 Diversity monitoring will be conducted in a confidential manner in a private environment.

7.6 Communication will be clear and dialogue around data be straightforward, transparent and accessible.

7.7 Privacy notices will be provided and layed out to make explicit how data is used, stored, who will have access to it and for how long.

7.8 It will be made clear why it is important to collect diversity data e.g. structural issues, improve recruitment processes and to inform diversity and inclusion strategic work.

7.9 Information regarding how to lodge a complaint will be made readily accessible

7.10 Specific rights regarding the protection of individual will be acknowledge including:

* The right to access – the subject has the right to request access to data they have provided: this must be done within 30 days and is free of charge
* The right of rectification – the subject can request a rectification of their data if it is inaccurate or incomplete
* The right to be forgotten – under a number of circumstances the subject can ask to have their data erased entirely
* The right of data portability – being able to obtain and transfer own data across devices for it’s reuse
* The right to object to their data being used

7.11 Consent will be sought in a way that ensures it is freely given. It will be made clear that consent is being given and will be indicated by a statement or affirmative action. Passive consent will not be used.

7.12 Data will only be held and processed for the completion of activities for which the data was collected.

**8. Breach of Policy**

8.1 Youth Cymru takes seriously all cases of harassment, bullying, discriminations and victimisation. Any employee, trustee or volunteer who works on behalf of, represents or engages with Youth Cymru who display any behaviour which is contrary to this policy or its intent will be subjected to the appropriate disciplinary procedure. Any individual may raise a complaint and no employee, volunteer will be penalised for doing so unless it is without foundation and not made in good faith.

8.2 Candidates who feel they have not been dealt with fairly at interview are entitled to complain to the Chief Executive Officer within seven days of the interview. The matter will then be investigated. Interviewers should remind candidates that this possibility is open to them. Service users who feel they have not been dealt with fairly are also entitled to the same redress.

**Signed:** .. ..........................................................

**Position:** ...Acting Joint CEO.....................................................

**Latest review/approved dated:** .........7th April 2018................