



Equality, diversity and inclusion policy

Version number	Date of issue	Review date	Next review date
----------------	---------------	-------------	------------------

1. Purpose

The WEA is a democratic membership organisation with charitable status that provides adults with educational opportunities to develop intellectual understanding, confidence and social and collective responsibility:

- ▶ The WEA has Memorandum and Articles of Association which commit the Association to take positive steps towards implementing equalities practices in all areas of its work;
- ▶ The Association will meet all statutory obligations under relevant legislation (Equality Act 2010) and where appropriate, anticipate future legal requirements signaled under EU directives and national legislation;
- ▶ This policy is intended to underpin a range of explicit and detailed associated policies, protocols and procedures which together ensure the effective implementation and monitoring of equalities measures within the organisation at all levels;
- ▶ The policy sets out our commitment to providing outstanding teaching, support and services to the diverse communities we serve through our strategic intent and operational plans;
- ▶ The policy operates within the context of the Equality Act 2010;
- ▶ The WEA promotes a diverse workforce and is committed to the equal treatment of employees and job applicants in all its employment practices, in accordance with relevant equality legislation and codes of practice;
- ▶ The WEA strives hard to ensure that no employee or potential employee will receive less favourable treatment due to their age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race (including colour, nationality, ethnic origin and caste), religion or belief, sex, sexual orientation, part time or fixed term employment status or membership or non-membership of a trade union.

Equality,

- ▶ Establish and maintain outreach educational provision in community venues and in workplace contexts in order to widen participation wherever possible;
- ▶ Develop programmes in response to expressed needs and demands in local communities from individuals and organisations;
- ▶ Ensure that this policy and the EDI plan are applied at all stages of project development and delivery for contracts delivered through ESFA, European Social Fund and any other funding body;
- ▶ Ensure that Association strategic plans and Association and regional operational plans include specific measurable targets to promote equality and diversity and inclusion.

7. Voluntary participation and governance

The WEA believes that democratic voluntary participation in its organisation and decision-making processes promotes mutuality, and builds the capacity of the organisation. The Association will therefore:

- ▶ Maintain organisational structures that place students at the heart of all decision making, particularly in the governance of the Association;
- ▶ Encourage full voluntary involvement at all levels of the Association, (Local, Regional and Association), and underpin that involvement with appropriate training and support;
- ▶ Enable students to be directly involved in the development of their programmes through branch and regional committees and councils and arrangements with external partners;
- ▶ Actively seek involvement from underrepresented groups within the membership and governance structures of the Association at all levels.

8. Employment practices

The WEA is committed to ensuring that all staff and prospective staff are treated fairly and equitably on their relevant merits and abilities and within the requirements of their employment.

The WEA aims to actively encourage a climate of respect, dignity at work and value in all aspects of employment practice.

8.1 Employment policies and procedures

In order to ensure this the WEA has a range of policies, procedures and commitments, which are reviewed on a regular basis. These include:

- ▶ Recruitment and reference policy and procedures;
- ▶ Staff code of conduct;
- ▶ Capability and disciplinary policy and procedures;
- ▶ Grievance, harassment and bullying policy and procedures;
- ▶ Performance management and annual staff review policy and procedure;
- ▶ Maternity, paternity, adoption and personal, family and domestic leave policy and procedures;
- ▶ Annual leave policy and procedures;
- ▶ Induction policy and procedure;
- ▶ Probation policy and procedure;
- ▶ Flexible

- ▶ For senior roles, where there are no other candidates in the business who are suitable, to ensure speed of appointment, to enable confidentiality or to ensure that unsuitable candidates are not put through an unnecessary selection process;
- ▶ Where the role or a significant element of a role has already been undertaken for a reasonable period by an individual;
- ▶ During a redundancy situation, where a suitably qualified / experienced employee would otherwise be at risk of redundancy;
- ▶

In accordance with the grievance policy, if you have a concern regarding equal opportunities or the application of this Policy, you should attempt to resolve the matter informally with your manager. Alternatively, the grievance policy may be invoked. Where there is a concern regarding alleged harassment, the harassment policy should also be followed.

8.11 Agency workers

Agency workers, provided to WEA by a temporary work agency will not be unlawfully discriminated against, on the grounds of agency worker status. Agency workers are immediately entitled to equal access to any shared facilities or services provided by the WEA such as the canteen, vending machines, crèche and car park.

Following twelve weeks continuous service on the same assignment, you are also entitled to the following:

- ▶ The same pay as a permanent colleague doing the same job;
- ▶ Automatic pension scheme enrolment;
- ▶ Paid annual leave;
- ▶ Rest periods.

9. Breach of policy

Any breach of this policy may be treated as gross misconduct in accordance with the discipline policy, an outcome of which may include disciplinary action, up to and including summary dismissal.

10. Data protection

Equal opportunities monitoring forms will be

11. Implementation and communication

This policy s

14. Revision history

