



## Equality, Diversity and Inclusion Policy.

<b>Policy Holder</b>	<b>Head of People</b>	<b>Date of next review</b>	<b>May 2026</b>
<b>Last review Date</b>	<b>May 2024</b>	<b>Reviewed by</b>	<b>Maria Baldwin</b>

**Resources for Autism** is committed to encouraging equality, diversity and inclusion between our workforce, and eliminating unlawful discrimination.

The aim is to create a workforce that is truly representative of all sections of society, promotes positivity and instils a can do attitude in everyone no matter their background or characteristics. We aim for each employee to feel respected and able to give his or her best.

### **Purpose of Policy**

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. 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
- selection for employment, promotion, training or other developmental opportunities

**Resources for Autism commits to:**

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- Create 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
- Fair and respectful treatment of everyone
- equal opportunity for all in every aspect of their role.

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

Complaints will be taken seriously of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of 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 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

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Resources for Autism will make opportunities for

- training
- development
- 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.

Resources for Autism will make decisions concerning staff based on merit including

- promotion
- employment
- training

Their aptitude and ability will determine their suitability for the role; it will not be affected by any of the protected characteristics. ( apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)

Resources for Autism commits to review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

Resources for Autism will monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality, diversity and inclusion policy is fully supported by senior management.

### **Grievance and Disciplinary Processes**

Details of Resources for Autism grievance and disciplinary policies and procedures can be found in the staff handbook. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.