

Team Domenica Equality, Diversity and Inclusion Policy

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Date last reviewed: May 2023

Renewal due: November 2023

Our policy's purpose

The main purpose of Team Domenica's Equality, Diversity and Inclusion (EDI) policy is to treat all employees fairly, with dignity and with respect. In doing so, we will:

- Provide equality, fairness and respect for all our employees (whether temporary, part-time or full-time) and volunteers.
- In line with the Equality Act 2010, not unlawfully discriminate protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
- 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
- Comply with employment and equality legislation

Inclusive Policy

The candidates at Team Domenica are adults and in most situations are subject to the same laws, expectations and responsibilities as our staff. We're piloting the idea of having inclusive policies to illustrate the equality between our candidates and our staff. In this policy sections that apply to employees only will be clearly noted.

Team Domenica's Commitments

Team Domenica is committed to creating a diverse, equitable, and inclusive workplace where all employees and candidates feel valued, respected, and supported. We believe that a diverse workforce drives innovation, creativity, and the educational success for our

candidates. This EDI policy is designed to ensure that all employees and candidates are treated fairly, regardless of their race, gender, age, sexual orientation, disability, religion, or any other characteristic protected by law, and with dignity and respect.

Our EDI policy covers all aspects of employment, including recruitment, selection, training, promotion, pay, benefits, and termination. We are committed to ensuring that all employees have equal access to opportunities for professional development and career advancement.

Our EDI policy covers all aspects of the learning journey of our candidates, including admissions, enrolment, teaching and learning, assessment, feedback, and support services. We are committed to ensuring that all your young people have equal access to educational opportunities and the resources they need to succeed.

We expect all employees and candidates to support our EDI policy and to act in accordance with its principles. Discrimination, harassment, or victimisation of any kind will not be tolerated in our organisation.

Everybody must comply with the law and respect people's beliefs. It is unacceptable to make derogatory comments, unfairly discriminate or act in a way that might cause distress or embarrassment to co-workers or customers, whether intentionally or not.

Any employee who believes that they have been subjected to such behaviour should report it immediately to their line manager, or their Head of Department or to Human Resources.

Any candidate who believes that they have been subjected to such behaviour should report it immediately to their teacher or learning mentor.

We will investigate all complaints of discrimination, harassment, or victimisation promptly and impartially. If we find that an employee has breached our EDI policy, we will take appropriate disciplinary action, up to and including termination of employment. If we find that a candidate has breached our EDI policy, we will take the actions described in our relevant policies – up to and including end of placements.

We are committed to providing reasonable adjustments for employees with disabilities to ensure that they can perform their job duties effectively. If an employee requires such adjustments, they should contact their Line Manager or Human Resources to discuss their needs.

We are committed to providing reasonable adjustments for all our candidates to ensure that they can access and participate in learning activities effectively. We do this by meeting their needs set out in their EHCP where it has been decided it is appropriate for us to do so.

We are also committed to promoting a culture of respect and inclusivity in our organisation. We encourage all employees to engage in EDI training and to participate in EDI initiatives and events. EDI is covered through our PSHE provision for candidates.

Recruitment, selection and training (employees)

Equality is an important part of our recruitment and selection policies and processes.

Applications from all sections of our community are welcomed. We celebrate diversity amongst our learners, staff, volunteers and visitors.

Team Domenica will monitor the effectiveness of its EDI policy within the recruitment procedure by collecting relevant information on gender, age, sexual orientation, disability, learning difficulties, ethnicity, religious beliefs and marital status in order to benchmark against similar settings in our local community and sector in general.



Applicants are asked, as part of the application process, to complete an EDI monitoring form. All applications are considered solely on the basis of merit and the ability to do the job. The data collected on the form will be used for the purposes of equal opportunities monitoring only.

Throughout all aspects of our recruitment and selection process we should reflect the need to promote equality, encourage diversity and strive for greater inclusion. We must not confine our advertising to areas, publications or sites which would undermine this or unjustifiably exclude or disproportionately reduce our pool.

We aim to make opportunities for training, development and 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.

For candidates our admissions policy is outlined on our website.

Monitoring, evaluation and legal compliance (employees)

Monitoring and evaluation help us assess the effectiveness of our EDI policy.

We monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability.

As previously stated, all job applicants are asked to complete an EDI monitoring form. This is monitored against the make-up of the workforce. We can then assess the effectiveness of our EDI policy and review and take action to address any issues that arise from the analysis. This monitoring and constant reviewing helps us ensure that our workforce is reflective of our local community and industry sector.

Monitoring, evaluation and legal compliance for candidates

At admission, we will gather information about our candidate cohort regarding their race, gender, age, sexual orientation, disability, religion, or any other characteristic protected by law and use this information to ensure effective planning of our curriculum offer. Over the course of their learning journey, candidates will take part in surveys, forums, classes and other supported activities to ensure their needs are being met. Team Domenica will work with a range of partner organisations so that where necessary specialist needs are met.

Grievances and/or Concerns (employees)

It is hoped that personal concerns can be handled and resolved informally, at least in the first instance. Employees who have a concern may wish to contact their Line Manager, Head of Department, Human Resources, or a trusted colleague for support. All concerns must be handled in confidence.

Any employee who feels that the treatment they have received is not in keeping with our EDI Policy has a right to raise this under the Grievance Policy and Procedures. Employees must not be intimidated, discriminated against or treated differently for raising a concern, complaining or assisting in an investigation. If this happens it could amount to victimisation which maybe unlawful within the terms of the relevant legislation and goes against this and other related policies and their application.



All complaints of discrimination, harassment, or victimisation will be investigated promptly and impartially. If we find that an employee has breached our EDI policy, we will take appropriate disciplinary action, up to and including termination of employment.

Concerns for candidates

It is hoped that personal concerns can be handled and resolved informally, at least in the first instance – using a reparative approach. If this is not successful candidates will be supported to use the complaints process.

In summary, everyone at Team Domenica is committed to:

- Value the contribution that all employees and candidates make to the organisation's work
- Appreciate people's diversity and value differences
- Create an environment in which individual differences and the contributions of members are recognised and valued
- Encourage employees and candidates to treat everyone with dignity and respect
- Give all employees equal opportunities in the workplace
- Make harassment unacceptable. No employee or candidate is to engage in harassment or bullying behaviour.
- Deal with problems quickly, thoroughly and confidentially. We ask all employees and candidates to report inappropriate behaviour immediately.
- Aim to mitigate unconscious bias through training and awareness programmes
- Comply with the law and respect people's beliefs.

Agreement to follow this policy

All managers are responsible for ensuring that this EDI Policy is implemented in their teams and departments and for dealing with matters arising from it. As part of fulfilling this responsibility, managers must take care to deal effectively with complaints of unjustified discrimination, harassment, bullying and victimisation.

Putting this policy into practice is the responsibility of every individual candidate, employee, volunteer and Trustee. Everyone at Team Domenica is responsible for playing their full part in adhering to the policy.

The EDI policy is fully supported by senior management and Trustees.

Review

We will review and update our EDI policy regularly to ensure that it remains relevant and effective. We welcome feedback from our employees and candidates on how we can improve our EDI practices. We will provide opportunities for feedback to be given.