



Somewhere to Go Ltd  
St John's Church Hall, 4a Boulevard, Weston-super-Mare, BS23 1NA

April 2025

### **HR04 Diversity and Equal Opportunities Policy - V.2**

Somewhere To Go Ltd is a charity with the aim: to relieve poverty and distress among the most disadvantaged in the community, by providing a space where people can feel welcome and comfortable and create an environment which will enhance self worth & self esteem. To offer nourishing food, clothing; to facilitate access to medical & welfare services; help with housing and benefits.

#### **Responsibility**

The Board of Trustees has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

It is the responsibility of line managers to communicate the requirements of this policy and procedure to their employees. All staff including volunteers must comply with this policy and other associated policies and procedures. It is the staff members responsibility to ensure that they have read and understood all the relevant policies and procedures and if for any reason they are unclear they seek the guidance of their line manager.

This policy will enable Somewhere to Go to demonstrate its commitment to keeping safe the vulnerable adults with whom it works.

#### **Scope**

This policy applies to all Somewhere To Go Ltd staff and volunteers working in all properties owned or managed by Somewhere To Go Ltd, who are supporting or helping to deliver Somewhere To Go services.

#### **Queries**

If there are any queries relating to this policy please contact the Board of Trustees.

#### **Policy**

Somewhere To Go Ltd is committed to encouraging equality, diversity and inclusion among our staff and volunteers, and eliminating unlawful discrimination. Our aim is for our staff and volunteers to be truly representative of society and for all staff and volunteers to feel respected. Somewhere To Go Ltd in providing goods and services is also committed against unlawful discrimination of our clients and the public.

The purpose of this policy is to provide equality, fairness and respect for all those in our employment, whether voluntary, temporary, part-time or full-time; not to unlawfully

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Charity Registration number 1080963

Company registration number 3928387

Telephone: 01934 641880



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discriminate because of the Equality Act 2010 protected characteristics; oppose and avoid all forms of unlawful discrimination.

The Equality Act 2010 states the protected characteristics of:

- Age
- Disability (physical and mental)
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

Unlawful discrimination includes but is not limited to:

- 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

### **Our Commitments**

Somewhere to Go Ltd is committed to encouraging equality, diversity and inclusion in the workplace as they are good practice and make business sense.

Somewhere to Go Ltd will do this by creating 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 and volunteers are recognised and valued.

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 and volunteers 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.

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Somewhere to Go Ltd will take complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, clients, suppliers, visitors, the public and any others in the course of the organisation's work activities seriously. Such acts will be dealt with as misconduct under Somewhere To Go Ltd's grievance and disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Somewhere to Go Ltd will take 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.

Somewhere to Go Ltd will 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. 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.

This policy is to be read in conjunction with the following policies:

- Harassment Policy
- Recruitment and Selection Policy
- Training and Development Policy
- Grievance and Disciplinary Policy
- Whistle Blowing Policy

### **Policy Review**

This policy will be reviewed every year in accordance with government and local publications.

This policy will be reviewed in March 2026.