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This policy should be read in conjunction with Kinergy's:

- Grievance and Disciplinary Policy

1. Statement

- 1.1** Kinergy is committed to promoting equality of opportunity for all, and to ensuring that no individual is discriminated against in the planning and delivery of any of our activities. We therefore aim to ensure that the values of equality, diversity, and respect for all are embedded into everything that we do.
- 1.2** We aim to create an environment which respects and welcomes everyone, and in which no form of bullying, harassment, discriminatory behavior is tolerated. This applies to, but is not limited to, the Protected Characteristics named in the Equality Act 2010: age, disability, gender reassignment, income, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 1.3** We recognise our responsibilities under the Equality Act 2010 and are committed to meeting them in full. We believe that a culture that embraces equality and values diversity will help us to ensure that everyone feels involved and included in our plans, services and activities.
- 1.4** Kinergy understands that for equality to be achieved this policy needs to be accessible and embraced by our staff, volunteers and trustees. Each individual has a responsibility to ensure that their own language and conduct are consistent with the spirit as well as the contents of this policy. Overall, responsibility for the implementation of this policy lies with Kinergy's Heads of Counselling and Board of Trustees.
- 1.5** To ensure that we creating an environment in which diversity and the contributions of all staff, clients and trustees are recognised and valued in all that we do we will:
- Discuss and review how well we are implementing this policy, and agree how we can meaningfully build on this.
 - Assess any significant new or revised policies and procedures for their impact on equality.
 - Embed equality and diversity into our business planning.

2. Employment Practices

- 2.1** We will ensure our employment practices are consistent with the aims of this policy.
- 2.2** All terms and conditions of employment and related benefits will be non-discriminatory, except in cases where there is a legal requirement that the employee is of a specified protected characteristic or where health and safety requirements apply.
- 2.3** Our recruitment procedures will ensure the fair recruitment of staff and trustees. All vacancies will be publicly advertised and applicants will be assessed according to their skills, experience and suitability to fulfil the role.

Kinergy Equality and Diversity Policy

2.4 Acts of discrimination, harassment, bullying and victimisation against employees or clients are considered disciplinary offences and will be dealt with under Kinergy's Disciplinary Procedure (see Grievance and Disciplinary Policy).

2.5 Any staff member who considers that they have been discriminated against may make a complaint. Kinergy will take all complaints seriously and will follow the due procedure to seek to resolve any grievances raised (see Grievance and Disciplinary Policy).

3. Contractors and Suppliers

It is important to us that suppliers, contractors and any other individual or organisation working on behalf of Kinergy are aware of and agree to comply with our equality and diversity policy while that work is underway.

4. Service Provision

4.1 Kinergy is committed to ensuring equality of access to all our services and delivering the same service standards to meet the needs of all our clients.

4.2 We will use accessible venues for our services, events and meetings.

4.3 We will use accessible language (plain English) in our publicity materials and offer multiple means of communication with clients e.g. via a phone call, text, letters.

4.4 We will collate anonymised equalities data for our clients, ensuring their confidentiality is protected. We will review this data annually to inform our business planning and ensure we take action to address areas of underrepresentation.

4.5 Any client member who considers that they have been discriminated against may make a complaint. Kinergy will take all complaints seriously and will follow the due procedure to seek to resolve any grievances raised (see Grievance and Disciplinary Policy).

5. Review and Action

8.1 It is important for us to regularly review this policy to ensure that it reflects up to date equality legislation and best practice.

8.2 A review of our Equality and Diversity Policy will be carried out every 3 years (at minimum) and any necessary actions taken.