Julie Haywood
COMMUNITY VENTURES LTD

Equality, Diversity, and Inclusion Policy

October 2026

Version: Final	**Next Review Date: October 2027**
Title:	**Equality, Diversity and Inclusion Policy**
Author:	**Policy Assistant**
Applicability:	**All organisation**

This policy will be reviewed once a year as a minimum.

Equality, Diversity, and Inclusion Policy

Purpose

Julie Haywood Community Ventures Ltd is committed to fostering an environment where everyone is treated fairly and with respect, where no one is disadvantaged by conditions or factors that prevent them from undertaking their role satisfactorily.

We are a business that aims to ensure delivery of services within a positive culture of support and learning, seeking to enable everyone who works with and for us to perform to their very best abilities and ensuring high standards of operation throughout the business.

Julie Haywood Community Ventures Ltd in its work is committed against unlawful discrimination of clients, sub-contractors or the public. This policy outlines our commitment to promoting equality, diversity, and inclusion within our organisation.

For clarity, Julie Haywood Community Ventures Ltd understands equality, diversity and inclusion as follows:

- **Equality:** Ensuring fair treatment, access, opportunity, and advancement for all individuals, while striving to identify and eliminate barriers that have historically led to unequal treatment.

- **Diversity**: Actively recruiting, hiring, and retaining individuals from diverse backgrounds (e.g., race, ethnicity, gender, sexual orientation, age, disability, religion, etc.).

 Inclusion: Creating a culture where all individuals feel valued and respected, and where diverse perspectives and experiences are actively sought and integrated into decision-making.

Legal Compliance

Julie Haywood Community Ventures Ltd opposes and avoids all forms of unlawful discrimination. This includes adherence to and not lawfully discriminate because of the requirements of the Equality Act (2010) 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

Policy Statement

Julie Haywood Community Ventures Ltd undertakes all business, including entering into sub-contracting and associate relationships, selecting candidates for employment, promoting staff, offering and accessing training or any other benefit, promoting staff, agreeing remuneration and compensation, and implementing termination on the basis of aptitude, ability and any reasonable adjustments.

We treat all employees, associates, sub-contractors, clients, suppliers, and stakeholders with respect. We ensure equal opportunities in our business, regardless of race, ethnicity, gender, sexual orientation, age, disability, religion, or any other characteristic protected by law.

- Discrimination, harassment, victimisation or retaliation in any form is not tolerated.
- We seek to provide fair and accessible employment practices, training, and development opportunities for all employees.

- We encourage an open and supportive environment where everyone feels comfortable to express themselves and any inappropriate behaviour or bias (conscious or unconscious) is challenged.
- We seek to provide services making sure they are delivered to meet the diverse needs of our clients and their service users.
- We seek to remove any unlawful obstacles to working in our business and where appropriate, measures will be taken to identify and remove unnecessary barriers and to meet the specific needs of people from disadvantaged or underrepresented groups.
- We encourage anyone working with us to raise a grievance or make a complaint if they feel they have been unfairly treated (through our 'Concerns and Complaints' Policy)

Responsibilities

Julie Haywood Community Ventures Ltd is a small enterprise that undertakes to provide consultancy, care and education support to clients, predominantly but not exclusively, in the health and care sector.

The work Julie Haywood Community Ventures Ltd undertakes includes training managers and 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, and prevent bullying, harassment, victimisation and unlawful discrimination.

Management: The management team (Managing Partners) is responsible for implementing and promoting this policy. We will ensure compliance with relevant legislation and regularly review and update this policy to reflect best practices.

Employees: All employees are responsible for adhering to this policy, treating others with respect, and reporting any incidents of discrimination, harassment, or inequality.

Sub-Contractors/Associates: All Sub-Contractors and Associates working with Julie Haywood Community Ventures Ltd have responsibility to ensure compliance to this policy and all operating standards and legal requirements through:

- A) Awareness and knowledge of all policies relevant to Julie Haywood Community Ventures Ltd.

- B) Implementation of and adherence to Julie Haywood Community Ventures Ltd business practices and procedures.

Everyone: All individuals working with and for Julie Haywood Community Ventures Ltd are responsible for reporting any concerns about equality, diversity and inclusion to the Management Team so that appropriate investigation and/or action can be implemented. Reporting of any concerns can be undertaken through the processes outlined in our 'Complaints and Concerns Policy'.

Recruitment and Selection

We are a small business with a small workforce, but we aim to support diversity in the workplace by:

- Adhering to fair and transparent recruitment processes.
- Ensuring job descriptions, sub-contractor and associate work specifications are free from bias and relevant to the role we have been asked to undertake for the client.
- Providing reasonable adjustments during the recruitment and selection process for candidates with specific needs.

Training and Development

We access training for our employees to:

- Raise awareness of equality, diversity, and inclusion (including conscious and unconscious bias).
- Enhance understanding and sensitivity to diverse perspectives and cultures.
- Promote inclusive practices in the workplace.
- Ensure continuous learning and improvement.

Promotion of Equality, Diversity, and Inclusion

We support a culture that:

- Promotes equality, diversity, and inclusion through our business functions.
- Encourages feedback and suggestions to continuously improve our practices
- helps and encourages people to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Protected Characteristics

Age

We will:

- Ensure that age diversity (the inclusion of individuals across the entire age spectrum, from younger employees entering the workforce to older employees with extensive experience) is a sought in our business.
- Recognise the value of contributions from individuals of all ages and are committed to fostering an age-inclusive environment.
- Address and eliminate age-related stereotypes and biases in our workplace. We recognise that both younger and older employees bring valuable skills, perspectives, and experiences to our organisation.
- Ensure that decisions related to recruitment, promotion, and training will be based on the individual's skills, qualifications, and potential, not age
- Ensure that people of all ages are treated with respect and dignity.
- Ensure that people of all ages are given equal access to our employment and training, development, and promotion opportunities.
- Actively encourage intergenerational collaboration, where employees of different ages can learn from each other, share experiences, and contribute to team success.
- Offer support for employees as their professional needs require and as agreed to be deliverable within the business e.g. mentorship and coaching, flexible working arrangements, phased retirement options, and support for continued professional development.
- Challenge discriminatory assumptions about age.

Disability

We will:

- Ensure appropriate adjustments wherever possible for any employees, subcontractors or associates that have a physical or mental health condition that has a long-term, significant impact on an individual's ability to perform normal day-to-day activities. This includes but is not limited to mobility

impairments, sensory impairments, learning disabilities, mental health conditions, chronic illnesses, and neurological conditions.

- Provide any reasonable adjustments, challenge ableism and ensure people with disabilities have access to employment opportunities. If we feel that a particular adjustment would not be reasonable, we will discuss this with the individual and try to find an alternative solution where possible.
- Encourage discussion if an employee is disabled or becomes disabled, so that we can support as appropriate.
- Keep the physical features of any premises we use to conduct our business under review to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to arrange alternatives.
- We are committed to raising awareness of disability-related issues and reducing any stigma around disabilities through continuous learning.
- Encourage all employees, associates and subcontractors to share any concerns or suggestions related to disability inclusion through our 'Complaints and Concerns Policy'.

Race

We will:

- Challenge racism (racism being linked to race which is an individual's identification with a group based on shared attributes and characteristics, ancestry, or cultural history) wherever it occurs.
- Promote racial equality and diversity at all levels.
- Not tolerate discrimination, harassment, victimisation or retaliation based on race, ethnicity, or national origin.
- Create an inclusive workplace where all individuals are treated with dignity and respect.
- Offer equal access for everyone to representation, services, employment, training and pay.

Gender and Gender Reassignment

We will:

- Provide equal opportunities for all employees, regardless of gender identity, gender expression, or gender reassignment.
- Not tolerate discrimination on the basis of an individual's gender transition status, whether current or past.
- Offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.
- Foster an inclusive, diverse, and respectful workplace where all employees, including those undergoing or who have undergone gender reassignment, are valued and supported.

Sexual Orientation

We will:

- Adhere to an individual's rights to lawful emotional, romantic, or sexual attraction to others, including but not limited to individuals who identify as heterosexual, lesbian, gay, bisexual, queer, pansexual, asexual, or any other sexual identity.
- Encourage the use of inclusive language that respects each individual's sexual orientation and gender identity, including the correct pronouns and names as a sign of respect and inclusion.
- Challenge discriminatory assumptions about the LGBTQ+ communities.
- Offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

Religion or Belief

We will:

- Ensure that any religious, philosophical, or moral belief, including organised religions such as Christianity, Islam, Hinduism, Judaism, Buddhism, and Sikhism, as well as non-religious belief systems like atheism, agnosticism, or secular humanism are respected in our organisation.
- Recognise and respect the right of all employees to practice their religion or belief.
- Ensure reasonable adjustments, such as time off for religious holidays, prayer facilities, and allowances for religious attire, wherever possible.

- Ensure reasonable adjustments for employees to practice their religion or belief, where possible, including providing flexible working hours for prayer, access to a quiet space for religious observance, and adjustments for dietary requirements.
- Ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible and reasonable.
- Respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others or the legitimate and lawful requirements of our business.

Pregnancy, Maternity and Parental

We will:

- Ensure that people are treated with respect and dignity during pregnancy and maternity or parental leave.
- Challenge discriminatory assumptions about pregnancy, maternity or parental and ensure that no individual is disadvantaged during pregnancy, maternity or paternity leave.
- Take account of the needs of our employees' during pregnancy, maternity or parental leave.
- Make reasonable accommodations to support pregnant employees, including adjustments where necessary.
- Support a workplace where all employees, regardless of pregnancy status, can thrive and succeed

Marriage or Civil Partnership

We will:

- Affirm that all employees, regardless of sexual orientation, have the same rights and benefits in the workplace, whether in a same-sex or opposite-sex marriage or civil partnership, employees are entitled to equal treatment and support.
- Recognise and respect the diversity of personal relationships, including marriage and civil partnerships, regardless of sexual orientation.
- Ensure that all employees, whether married or in a civil partnership, are treated equally in terms of benefits and workplace rights.

- Ensure that people are treated with respect and dignity regardless of marriage or civil partnership status.
- Challenge discriminatory assumptions about the marriage or civil partnership of our employees and ensure that no individual is disadvantaged as a result of their marriage or civil partnership status.
- Employees in civil partnerships or marriages are entitled to the same family leave benefits as those who are not in a formal relationship. This includes leave to care for a sick partner, to attend family events, or manage any other family responsibilities.
- Employees undergoing a relationship transition, such as a divorce or separation, are entitled to the same support and flexibility as any other employee facing personal challenges.
- Expect employees who are married or in a civil partnership with a colleague to disclose the relationship where applicable (i.e. where any potential conflict of interest could arise). We will take steps to ensure that any conflicts of interest, favouritism, or bias are avoided, and that all employees are treated fairly and professionally, regardless of their relationship status.

Part-Time and Fixed-Term Working

- Part-time and fixed-term staff will be treated the same as comparable full time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

Equal Pay

We will ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

Handling Complaints and Grievances

We take all complaints and grievances regarding equality, diversity, and inclusion seriously. We will investigate all reported incidents promptly and take appropriate action in line with our ‘Concerns and Complaints’ Policy.

Review and Monitoring

We will annually monitor the diversity of our workforce and track progress towards ensuring diversity. Our senior leadership will hold the organisation accountable for achieving any agreed and measurable improvements in equality, diversity and inclusion.

We will regularly review our policies and practices to ensure they align with current legislation and best practices. This policy will be monitored, reviewed annually, and updated as necessary.

Our policies are available for access anytime via the 'Policies' page of our website.

Conclusion

Julie Haywood Community Ventures Ltd is committed to creating a fair, inclusive, and diverse working environment. This policy reflects our dedication to promoting equality, diversity, and inclusion throughout the organisation.

The equality, diversity and inclusion policy is fully supported by Managing Partners.

Julie Haywood Community Ventures Ltd
October 2026