

Equality, Diversity and Inclusion Policy

Organisation: Youth Works Vintage CIC

Policy Owner: Director - Leom W Gould

Date of Policy: 20/08/2026

Review Date: 01/05/2027

1. Purpose

Youth Works Vintage CIC is committed to promoting equality, diversity and inclusion across all areas of our work.

We believe that everyone should be treated fairly, with dignity and respect, and should have the opportunity to participate in our activities and benefit from our services regardless of their background or circumstances.

As a Community Interest Company, we are committed to ensuring that our work benefits the community and that our services are accessible, welcoming and inclusive.

2. Our Commitment

Youth Works Vintage CIC will:

- Treat everyone with dignity, fairness and respect.
- Promote equality of opportunity.
- Not tolerate unlawful discrimination, harassment, bullying or victimisation.
- Take reasonable steps to make our activities accessible and inclusive.
- Consider the different needs and circumstances of the people we support.
- Encourage an environment where people feel safe to participate and express themselves.
- Challenge discrimination and inappropriate behaviour.
- Consider equality and inclusion when developing services, activities and partnerships.
- Review our practices regularly to identify and address barriers to participation.

3. Who This Policy Applies To

This policy applies to everyone involved with Youth Works Vintage CIC, including:

- Directors.
- Employees.
- Volunteers.
- Young people and participants.
- Parents, guardians and carers.

- Contractors and consultants.
- Partner organisations.
- Visitors and members of the community.

Everyone involved with the organisation is expected to support the principles of equality, diversity and inclusion.

4. Protected Characteristics

We recognise the protected characteristics identified in the **Equality Act 2010**, which are:

- Age.
- Disability.
- Gender reassignment.
- Marriage and civil partnership.
- Pregnancy and maternity.
- Race.
- Religion or belief.
- Sex.
- Sexual orientation.

We will not unlawfully discriminate against anyone because of a protected characteristic.

5. Discrimination

Discrimination can take different forms, including:

- Direct discrimination.
- Indirect discrimination.
- Harassment.
- Victimisation.
- Failure to make reasonable adjustments where required.

Any allegation or concern relating to discrimination will be taken seriously and dealt with appropriately.

6. Young People and Inclusion

Because Youth Works Vintage CIC works with young people, we recognise that individuals may have different needs, abilities, backgrounds and circumstances.

We will make reasonable efforts to ensure that young people are able to participate in our activities.

Where appropriate, we may consider:

- Disability or additional support needs.
- Communication needs.
- Accessibility requirements.
- Financial or practical barriers to participation.
- Cultural or religious considerations.
- Individual circumstances that may affect participation.

We will work with young people, parents, guardians, carers and relevant professionals where appropriate to identify reasonable ways of supporting participation.

7. Disability and Reasonable Adjustments

We will make reasonable adjustments where appropriate to reduce or remove barriers faced by disabled people.

Depending on the circumstances, this may include:

- Adjusting how an activity is delivered.
- Providing additional information or support.
- Considering physical accessibility.
- Allowing additional time or alternative methods of participation.
- Making reasonable changes to communication methods.

Any adjustments will be considered in relation to the individual's circumstances and the nature of the activity.

8. Recruitment and Volunteering

Where Youth Works Vintage CIC recruits employees or volunteers, we will aim to ensure that recruitment and selection processes are fair, transparent and based on relevant skills, experience and suitability.

We will not unlawfully discriminate during recruitment, selection, training, supervision or the ending of employment or volunteering.

Where roles involve working with children or young people, appropriate safeguarding and safer recruitment procedures will also be followed.

9. Accessible Services

We will consider accessibility when designing and delivering our activities.

We will aim to identify and reduce unnecessary barriers that may prevent people from accessing our services.

Where practical, we will consider accessibility in relation to:

- Venues.
- Communication.
- Activities.
- Information and materials.
- Online services.
- Cost and practical barriers.

10. Respectful Behaviour

Everyone involved with Youth Works Vintage CIC is expected to treat others respectfully.

The following behaviour will not be accepted:

- Bullying.
- Harassment.
- Discriminatory language or behaviour.
- Threatening or intimidating behaviour.
- Deliberately excluding or humiliating others.
- Victimisation of someone who raises a legitimate concern.

Where inappropriate behaviour occurs, the organisation may take appropriate action in accordance with relevant policies and procedures.

11. Equality and Safeguarding

Equality and safeguarding are closely connected.

Where discrimination, harassment, abuse, exploitation or other inappropriate behaviour involves a child or young person, the organisation's **Safeguarding Policy** will also apply.

Safeguarding concerns will be dealt with promptly and appropriately.

12. Complaints and Concerns

Anyone who believes they have experienced discrimination or inappropriate behaviour in connection with Youth Works Vintage CIC is encouraged to raise their concern.

Concerns can be raised with:

Contact: [Director - Leom W Gould

Email: info@youthworksvintage.com

Complaints will be handled fairly, respectfully and confidentially where appropriate, in accordance with the organisation's **Complaints Policy**.

No person should be victimised or treated unfairly because they have raised a genuine concern.

13. Training and Awareness

Youth Works Vintage CIC will take reasonable steps to ensure that directors, staff and volunteers understand their responsibilities under this policy.

Where appropriate, equality, diversity, inclusion and anti-discrimination principles will be incorporated into induction, training and ongoing organisational development.

14. Monitoring and Review

We will review our activities and practices regularly to identify whether there are barriers preventing people from participating or accessing our services.

This policy will be reviewed at least annually and sooner if:

- There are significant changes to our activities.
- Relevant legislation or guidance changes.
- A complaint or incident identifies a need for improvement.
- We identify a significant barrier to participation.
- Our services or the communities we support change.

15. Related Policies

This policy should be read alongside our other organisational policies, including:

- Safeguarding Policy.
- Health and Safety Policy.
- Risk Assessment Procedures.
- GDPR & Data Protection Policy.
- Complaints Policy.
- Code of Conduct.
- Safer Recruitment and DBS Policy, where applicable.

16. Declaration

Youth Works Vintage CIC is committed to creating a welcoming, respectful and inclusive organisation where people are treated fairly and have the opportunity to participate in our work.

We recognise that equality and inclusion are ongoing responsibilities and will continue to review and improve our practices as our organisation develops.

Signed: Leom W Gould

Name: [Director - LEOM WAYNE GOULD

Position: Director

Date: 20/08/2026

Next Review Date: 01/05/2027