Who is covered by this policy?

All staff, trustees and volunteers, job applicants, beneficiaries, associates, subcontractors, and anyone else who comes into contact with Dementia Adventure.

What is covered by this policy?

This policy sets out Dementia Adventure’s commitment to ensuring that anyone who comes into contact with the organisation and its services is treated with warmth, dignity and respect irrespective of who they are and what protected characteristics they may have.

This policy and the organisation’s accompanying EEDI Strategic Priorities and Plan also outline the proactive work Dementia Adventure does to ensure it is an inclusive, anti-discriminatory organisation and to promote a positive working culture for everyone.

Purpose

Dementia Adventure values every individual who works for or supports the organisation or who benefits from its services. The purpose of this policy is to demonstrate and ensure its commitment to a diverse workforce and team of volunteers, enabling it to become an increasingly inclusive organisation both internally and externally through the communities it serves.
The purpose of this policy is also to ensure that all individuals who come into contact with Dementia Adventure are treated fairly and valued equally and that Dementia Adventure provides a space free from all forms of harassment, bullying and discrimination.

Dementia Adventure will ensure that it is aware of situations where the organisation and individuals may exhibit bias and prejudice - both conscious and unconscious - and take steps to prevent and rectify this.

Trustees and employees will be engaged in the development and implementation of this policy to ensure that equality, equity, diversity and inclusion (EEDI) are promoted through Dementia Adventure’s work internally and externally.

**Key success criteria**

This policy will be deemed successful if:

- There is a positive culture throughout the organisation, where diversity, inclusion, compassion and respect are core values and at the centre of all its activities
- Dementia Adventure eliminates all forms of direct and indirect discrimination in its practices and behaviours
- Dementia Adventure actively encourages positive action to overcome disadvantages and discrimination
- Dementia Adventure ensures the highest possible standards are achieved in the delivery of its services to beneficiaries and in its employment practices
- Dementia Adventure ensures EEDI is promoted through its work, both internally and externally
- Everyone feels valued and given space to work to their full potential

**Dementia Adventure’s EEDI policy**

**What is required of our employees, trustees and volunteers**

- Dementia Adventure expects all its employees, volunteers, and trustees to demonstrate their commitment to this policy and to adhere to it
- Dementia Adventure expects every employee, volunteer, and trustee to assist the organisation in meeting its commitments to provide equality of opportunity and a culture free from discrimination
- Everyone connected with Dementia Adventure should value others equally and with dignity and respect
- Everyone connected with Dementia Adventure should know Dementia Adventure’s standards of behaviour, actively implement its values and be an exemplar of equality and fairness in everything the organisation does
- Dementia Adventure encourages staff to communicate the terminology that describes them, and others should respect and use that terminology (e.g. by using preferred pronouns - she/her, he/him, they/them, and so on)
- Employees, volunteers, and trustees should uphold the values of this policy when representing Dementia Adventure, for example at external events, on supported holidays and on social media accounts
● Any breaches of this policy by employees (including but not limited to acts of discrimination, harassment, bullying or victimisation) will be regarded as misconduct and will be subject to Dementia Adventure’s Disciplinary Procedure as outlined on page 61 of the Employee Handbook.

What Dementia Adventure will do

● Dementia Adventure will make any reasonable adjustments required to enable people to work to the best of their ability, to volunteer for the organisation and to benefit from its services
● Dementia Adventure will provide training to all staff about this policy and the organisation’s commitment to being an inclusive, non-discriminatory organisation
● Training, including suggested reading and online courses, will be included as a part of the induction process for new employees and new volunteers including trustees.

Diversity monitoring

● In usual circumstances, Dementia Adventure will keep up-to-date records of diversity within the organisation relating to protected characteristics
● This information will, of course, be collected with the permission of employees and volunteers, and the information will be held confidentially under GDPR requirements
● The information provided will help inform how many employees, volunteers and trustees have a particular protected characteristic. This means that Dementia Adventure can take steps to ensure that they are not discriminated against nor disciplinary action is disproportionately taken against them. It also allows Dementia Adventure to understand if there is a higher turnover of employees, trustees or volunteers with protected characteristics or if there are barriers to the progression of such employees
● As a minimum, Dementia Adventure will regularly monitor the declared ethnicity, gender, disability and age composition of existing employees and volunteers and take any appropriate action to address issues that may be identified as a result of the monitoring process
● Going forward, Dementia Adventure will undertake a staff survey about general working principles and well-being to decipher how those working within the organisation feel Dementia Adventure is performing in relation to EEDI at least every three years
● Dementia Adventure’s board of trustees will review the information collected through the survey and other means (such as statistics in recruitment) to ensure that Dementia Adventure is meeting its obligation to promote equal opportunity and inclusion in its employment practice and services.

Recruitment

● Dementia Adventure will not discriminate in the selection of staff for recruitment or promotion. See Recruitment, Selection & Induction Policy
● Dementia Adventure may use suitable lawful methods (including, where appropriate, positive action) to attract candidates of any identified under-represented group in particular types and levels of vacancy
● Dementia Adventure will identify institutional barriers to the attraction, retention and progression that may face those with protected characteristics before advertising any roles externally. This means that Dementia Adventure will seek feedback from several people in the organisation regarding job descriptions, person specifications, adverts and so on to ensure it is not discriminatory in any way.
Policies and procedures

- Dementia Adventure reviews all its policies and procedures on a rolling basis.
- Policies at Dementia Adventure are not static and can and will be amended as required to suit changing situations. Under regular circumstances, Dementia Adventure will seek feedback from staff on significant amendments to existing policies and/or on newly drafted policies where a gap is identified.

Policy monitoring and updates

- Both the Governance and HR & Remuneration sub-committees will continue to review this policy strategically in relation to all other work at Dementia Adventure.
- The Senior Leadership Team will discuss progress against the policy and EEDI strategy regularly and take action if needed.
- The Dementia Adventure EEDI Strategic Priorities and Plan can be found [here](#).

Definitions

This policy refers to equality, equity, diversity and inclusion (EEDI). A definition of each of these words can be found below to help staff, volunteers and trustees understand what Dementia Adventure means by these terms.

- **Equality** means equal opportunities and fairness for employees, job applicants and volunteers. This includes means equal opportunities to have access to training, develop skills and participate in Dementia Adventure. For employees this also includes joining project groups, access to training, development, involvement in consultations, opportunities to act in the absence of colleagues and so on.
- **Equity** refers to providing various levels of support and assistance, depending on specific needs or abilities, to achieve real equality.
- **Diversity** is the range of people at Dementia Adventure. For example, this might mean people of different ages, religions and ethnicities, people with disabilities and people of a specific gender or with no gender identity. It also means valuing those differences such as people’s background, education, where they are from, what languages they speak, their accent and their personal experiences.
- **Inclusion** means ensuring everyone feels valued and respected. It allows all employees and volunteers to feel safe in coming up with different ideas, raising issues and expressing their views. Dementia Adventure encourages trying things in different ways. We will take into account personal circumstances, beliefs and values along with any conditions that need to be accounted for to make everyone feel included and welcome.

What is meant by ‘protected characteristics’?

The term ‘protected characteristics’ used in this policy refers to those outlined in the Equality Act 2010, namely: race, sex, marital or civil partnership status, maternity and pregnancy, age, disability, sexual orientation, gender reassignment and religion or belief. Although not within the Equality Act 2010, Dementia Adventure also considers socio-economic status and health conditions that are not currently captured by the act to hold the same considerations within this policy.
Dementia Adventure is committed to going beyond the legal minimum regarding EEDI and strives to be an example of best practice.

Current equality legislation and associated codes of practice have been taken into account within this policy.