



## **Equality, Diversity, and Inclusion (EDI) Policy**

### **1. Introduction**

Peterborough Asylum and Refugee Community Association (PARCA) is committed to promoting equality, diversity, and inclusion in all aspects of its work. We value the diversity of our staff, volunteers, and the communities we serve, and we are dedicated to fostering an inclusive environment where everyone is treated with dignity and respect.

This policy applies to all PARCA employees, volunteers, service users, and stakeholders and reflects our compliance with the Equality Act 2010 and other relevant UK legislation.

### **2. Purpose of the Policy**

The purpose of this policy is to:

- Ensure that PARCA promotes equality and prevents discrimination.
- Create an inclusive culture where differences are celebrated.
- Protect staff, volunteers, and service users from any form of discrimination, harassment, or victimisation.
- Promote fairness, equality of opportunity, and respect for all individuals.

### **3. Legal Framework**

This policy is based on the principles set out in the Equality Act 2010, which protects individuals from unfair treatment and promotes a fair and more equal society. Under the Act, it is unlawful to discriminate against individuals based on the following protected characteristics:

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

## **4. Our Commitments**

At PARCA, we commit to the following:

### **4.1 Equality of Opportunity**

- We will provide equal opportunities for all employees, volunteers, service users, and stakeholders, ensuring that no one is treated less favourably because of a protected characteristic.
- Recruitment, selection, training, and promotion will be conducted fairly and based on merit.
- Service users will have equal access to the support and services provided by PARCA, and adjustments will be made to ensure inclusivity where necessary.

### **4.2 Diversity**

- We recognise and value the diverse backgrounds, experiences, and perspectives that people bring to PARCA.
- We will ensure our services, programs, and initiatives reflect the diverse communities we serve, particularly asylum seekers, refugees, and migrants from various cultural backgrounds.

### **4.3 Inclusion**

- We aim to create an environment where all individuals feel valued, supported, and able to contribute fully.
- PARCA will promote an inclusive culture that supports participation and engagement, removing barriers to access and ensuring that everyone has an opportunity to thrive.

### **4.4 Accessibility**

- We are committed to ensuring our services are accessible to everyone, including people with disabilities. This includes making reasonable adjustments to our premises, programs, and communications.
- We will provide translation services, where necessary, to ensure non-English-speaking service users can fully engage with our services.

### **4.5 Training and Awareness**

- We will provide equality, diversity, and inclusion training to all staff and volunteers to raise awareness of their responsibilities and to promote inclusive behaviours.
- Training will include specific focus areas such as unconscious bias, anti-racism, and disability awareness.

## **5. Types of Discrimination**

Discrimination can take various forms, and PARCA is committed to preventing all forms of discrimination, including:

- Direct Discrimination: Treating someone less favourably because of a protected characteristic.
- Indirect Discrimination: Applying a policy or practice that disadvantages people with a particular protected characteristic without justification.
- Harassment: Unwanted conduct related to a protected characteristic that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
- Victimisation: Treating someone unfairly because they have made or supported a complaint about discrimination or harassment.

## **6. Responsibilities**

### **6.1 The Management Team**

- The Chief Executive Officer (CEO) and management team are responsible for ensuring this policy is implemented and reviewed regularly.
- They will promote a culture of equality, diversity, and inclusion throughout PARCA and ensure the organisation's practices are compliant with UK legislation.

### **6.2 Staff and Volunteers**

- All staff and volunteers have a responsibility to uphold the principles of this policy. They must ensure their own behaviours are inclusive and respectful, and they should challenge or report any discrimination or inappropriate behaviour they witness.
- Staff and volunteers should engage in training and development opportunities to enhance their understanding of equality and diversity.

### **6.3 Service Users and Stakeholders**

- We expect our service users, partners, and stakeholders to respect the principles of this policy and behave in a manner that promotes dignity and inclusion for everyone.

## **7. Reporting and Complaints**

PARCA takes any breaches of this policy seriously. If staff, volunteers, or service users feel they have been subjected to discrimination, harassment, or victimisation, they should report the matter through the following procedures:

- For Employees and Volunteers: Report any concerns to your line manager or HR. If the issue involves your line manager, you may contact the CEO.

- For Service Users: Report any concerns directly to the service lead or manager. Alternatively, complaints can be made in writing via PARCA’s formal complaints procedure.

All complaints will be investigated thoroughly, promptly, and confidentially, and appropriate action will be taken in line with the organisation’s disciplinary procedures.

## 8. Monitoring and Review

- PARCA will regularly monitor the effectiveness of this policy and make updates as necessary to ensure it remains compliant with the latest legislation and guidance.
- We will collect and review data on diversity within our workforce and service user base to inform future policy development and ensure continuous improvement.

This policy will be reviewed annually, or sooner if required due to changes in legislation or organisational practice.

## Change Record

Date of Change:	Changed By:	Version	Comments:
27/01/2024	CEO	1.0	Policy approved by the Trustees
14/10/2024	CEO	1.1	Policy revised for clarity and legal compliance
25/01/2025	CEO	1.1	Review and approved by the trustees

Next review date 24/01/2026