



Equity, Diversity, and Inclusion Policy

Last Review Date: March 2026

Next Review Date: March 2027

Reviewed by: HR Sub-Committee





Equity, Diversity, and Inclusion Policy

Statement of Policy

The Harbour Project ensures fair outcomes by treating everyone equitably. We promote equal opportunities through our organisational management and community services. To uphold this, we maintain policies that foster fairness and equity in our internal operations, visitor support, and partnerships. We adhere to both the spirit and the letter of the Equality Act 2010.

The objective of this Policy is that no person should suffer or experience less favourable treatment, discrimination or lack of opportunity on the grounds of any protected characteristic as set out in the Equality Act 2010 (on page 3 of this Policy)

- We also apply the same principles to additional groups including nationality, ethnic origin, health status, HIV status, parental status, sexual orientation, political beliefs, trade union membership, class, responsibility for dependents, physical attributes, ex-offender status (as defined by the Rehabilitation of Offenders' Act 1974), lack of formal qualifications (where such qualifications are not formally required), those with care and/or care-experienced status, or any other grounds which cannot be shown to be justifiable within the context of this Policy. The Harbour Project will also not discriminate on grounds such as immigration status or other socio-economic factors.

This Policy influences and affects every aspect of activity carried out at The Harbour Project and also influences Harbour staff, Trustees and volunteers outside of the core activities carried out on-site i.e. promotional work, educational services, sports events and activities and other functions linked to The Harbour Project, as determined by the Trustees.

In the provision of services and the employment of staff, The Harbour Project is committed to promoting equity of outcomes for everyone. Throughout its activities, The Harbour Project will treat all people equitably whether they are:

- Seeking or using our services
- Applying for a job or already employed by us
- Trainee workers, students, or graduates on work experience or placements
- Volunteer workers
- External stakeholders, including the local community and people working in other organisations

How the Policy will be implemented and who is responsible

The Operations Manager is responsible for implementing this policy. We expect all employees and volunteers to comply and help maintain an inclusive, equal environment.

In order to implement this Policy, we shall:

- Communicate the Policy to employees, job applicants, volunteers and relevant others.



- Embed EDI duties into all staff job descriptions and work objectives.
- Train recruiters in unconscious bias and non-discriminatory selection.
- Consider reasonable adjustments to job roles and responsibilities.
- Publish this policy on our website.
- Foster social and economic interaction between those seeking asylum, refugees, and the local community to counteract misinformation.
- Protect all visitors, staff, Trustees and volunteers from hate crime, stereotyping, and intimidation.
- Maintain our commitment as an anti-racist organisation.
- Promote inclusion so that everyone, regardless of background or ability, has a voice within the organisation.
- Provide the necessary resources and training to achieve these objectives.

Conduct and general standards of behaviour

All staff, Trustees and volunteers are expected to conduct themselves in a professional and considerate manner at all times.

The Harbour Project will not tolerate behaviour such as:

- Making threats
- Physical violence
- Shouting
- Swearing at others
- Persistent rudeness
- Isolating, ignoring or refusing to work with certain people
- Telling offensive jokes or name calling
- Displaying offensive material such as pornography or sexist/racist cartoons, or the distribution of such material via email/text message or any other format
- Any other forms of harassment, victimisation or bullying

The items on the above list of unacceptable behaviours are considered to be disciplinary offences within The Harbour Project and can lead to disciplinary action being taken.

The Harbour Project encourages everyone to resolve misunderstandings and problems informally wherever possible, depending on the circumstances. This may include, for example, creating a safe space for people to better understand the impact of their behaviour and how it is received by others.

Regardless of whether the approach is formal or informal, those causing offence cannot use lack of intent or a victim's perceived "sensitivity" as a defence. The impact of the behaviour takes precedence over the intent, and this principle must guide both the immediate solution and future prevention.

Complaints of discrimination

The Harbour Project will treat seriously all complaints of unlawful discrimination on any grounds made by staff, Trustees, volunteers, visitors or other third parties and will take action where appropriate.

All complaints will be investigated in accordance with the organisation's Grievance, Complaints or Disciplinary procedure (separate to this Policy) as appropriate and the complainant will be informed of the outcome in line with these procedures.



Legal Obligations

The Equality Act came into force in October 2010 and replaces all previous equality legislation in England, Scotland and Wales – namely the Race Relations Act 1976, the Disability Discrimination Act 1995, the Sex Discrimination Act, the Equal Pay Act, the Employment Equality (Age) Regulations 2006, The Civil Partnership Act 2004, the Employment Equality Regulations 2003 (religions and belief and sexual orientation).

The Equality Act 2010 protected characteristics are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race or ethnicity
- religion and belief
- sex and sexual orientation

The following legislation is still relevant:

- The Human Rights Act 1998
- The Work and Families Act 2006
- Employment Equal Treatment Framework Directive 2000 (as amended).
- Employment Rights Act 2025

Recruitment and Selection

The recruitment and selection process is crucially important to any equity, diversity, and inclusion policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement are based on merit, following the principles of this policy.

We will revise job descriptions and person specifications to ensure they accurately reflect job requirements and align with this policy.

We use a consistent, non-discriminatory approach for all vacancy advertisements.

Applicants are considered solely on their ability to perform the role, with reasonable adjustments provided where necessary.

We actively encourage job and volunteer applications from refugees with the right to work to support community integration.

Short-listing and interviews are always conducted by at least two people.

Questions are job-related, consistent for all candidates in the same role, and strictly non-discriminatory.

Selection decisions are based on criteria and will not be influenced by the perceived prejudices of others.



Monitoring

We will maintain and review the employment records of all employees in order to monitor the progress of this Policy.

Monitoring may involve:

- the collection and classification of information regarding ethnicity/national origin and sex of all applicants and current staff, Trustees and volunteers;
- the examination by ethnicity/national origin and sex of the distribution of employees (staff, Trustees and volunteers) and the success rate of the job applicants; and
- recording recruitment and training records of all staff, Trustees and volunteers, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this Policy. Consideration will be given, if necessary, to adjusting this Policy to afford greater equity of outcomes for all job applicants, staff, Trustees and volunteers.

This Policy will be reviewed annually by the Board of Trustees. The effectiveness of its implementation will be reviewed by the HR sub-committee.