



## Equality, Diversity and Inclusion Policy

Document Name	Unique Id	Version	Effective Date	Review Date	Summary of changes
Equal, Diversity and Inclusion Policy	EDI	4	August 2020	August 2021	Updated to reflect Diversity and Inclusion
Equal, Diversity and Inclusion Policy	EDI	4	August 2021	August 2022	No Changes
Equal, Diversity and Inclusion Policy	EDI	4	June 2024	June 2025	Updated
Equal, Diversity and Inclusion Policy	EDI	4	August 2025	August 2026	Updated contact details

## Purpose and Scope

Me2 Club is committed to encouraging and championing equality, diversity and inclusion among our staff and volunteers and eliminating unlawful discrimination. It is our aim that our staff and volunteers are representative and reflective of our community and beneficiaries. It aims to ensure that everyone associated with the charity; children, families, staff, volunteers and partners are treated with respect, dignity, and that diversity is valued.

This policy applies to all aspects of our work, including governance, service provision, employment, volunteering and partnerships.

This policy is underpinned by the **Equality Act 2010**, which legally protects people from discrimination in the workplace and wider society based on the following **Protected**

### Characteristics:

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

We also comply with other relevant legislation, including:

- Human Rights Act 1998
- UN Convention on the Rights of Persons with Disabilities (UNCPRD)
- Public Sector Equality Duty (where applicable)

Me2 Club is committed to:

- Providing **equality, fairness, and respect** for all in our employment and volunteering
- Creating a working and service environment **free from bullying, harassment, victimisation, and unlawful discrimination**
- Promoting **inclusive practices** that meet the diverse needs of children and young people with disabilities and additional needs
- Actively seeking to **identify and remove barriers** to participation and success

We are committed to the following principles:

*Respect and Dignity:* Every person will be treated with kindness, dignity, and respect.

*Valuing Diversity:* Recognising, valuing, and celebrating individual differences and contributions.

*Equal Opportunities:* Providing equal opportunities for all in recruitment, training, and development.

*Accessible Services:* Ensuring our services are accessible to all children with disabilities and additional needs and their families. Services will be designed and delivered to meet the diverse needs of children with disabilities and additional needs and their families.

*Inclusive Practices:* We engage service users and stakeholders in decision-making and evaluation to ensure inclusivity in practice.

## Discrimination

We oppose all forms of discrimination, including:

- **Direct Discrimination:** Treating someone less favourably because of a protected characteristic.
- **Indirect Discrimination:** Policies or practices that disadvantage people with protected characteristics without justification.
- **Harassment:** Unwanted behaviour related to a protected characteristic that violates someone's dignity or creates an intimidating or hostile environment.
- **Victimisation:** Treating someone unfairly because they made or supported a complaint.
- **Bias (Unconscious and Conscious):** Prejudice that can affect decisions, actions or behaviours.

Me2 Club recognises that unconscious bias exists and is committed to **training staff and volunteers** to recognise and reduce its impact.

Me2 Club strives to take positive action to challenge discrimination in all of its forms, including unconscious bias, preventing harassment and ensuring equality of opportunity for all. Where Me2 Club fails in its responsibility to support individuals fairly or unlawfully discriminates against an employee and the situation is not able to be resolved informally, the employee is able to raise a grievance under the grievance policy. Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Any breach of this policy will be dealt with seriously and where appropriate may be resolved in accordance with our Disciplinary Procedure.

As an organisation that provides services and support, we are also committed against the unlawful discrimination and exclusion of our beneficiaries. Me2 Club will promote positive images of families and volunteers. Complaints against Me2 Club, its staff, volunteers and Trustees will be dealt with fairly and in accordance with the Me2 Club Complaints Policy.

## Recruitment and Employment

It is our policy that all employment decisions are based on merit and the legitimate business needs of Me2 Club. A fair system is in place for recruitment of employees; this includes an application form, DBS checks, references and interviews with reasonable adjustments when required. This system will be carried out for all employees regardless of their background or previous experience.

Our commitment to equal opportunities extends to all aspects of the working relationship including:

- Recruitment and selection procedures
- Terms of employment, including pay, conditions and benefits
- Training, appraisals, and professional development
- Work practices, conduct issues, allocation of tasks, discipline and grievances
- Termination of employment and matters after termination including references

### **Disability and Reasonable Adjustments:**

If an employee or volunteer has a disability or additional need, we will make reasonable adjustments to remove or reduce any disadvantages.

This is a Statement of Policy only and does not form part of any contract of employment. This Policy may be amended at any time by the employer, in its absolute discretion.

### **Volunteers**

Me2 Club is committed to inclusive volunteering.

- All volunteers complete an application, references and DBS checks.
- Volunteers receive EDI training.
- We actively monitor diversity among our volunteers and the children we support to help ensure representativeness.

### **Children and Young People**

Me2 Club works with children and young people with SEND up to the age of 25, in line with the Children and Families Act 2014.

We are committed to:

- Inclusive participation
- Accessible communication
- Engagement of young people and their families in service design and delivery

### **Implementation**

We implement our EDI commitments through:

- Training: All staff and volunteers will receive training on EDI.
- Communication: This policy will be accessible on our website.
- Reporting: All incidents of discrimination or exclusion should be reported to the Chief Executive. We will handle them according to our **Complaints Policy** and **Disciplinary Procedure**
- Review: We will regularly monitor and evaluate our EDI practices and their impact on an annual basis. We will seek feedback from stakeholders to continuously improve our approach.

### **Responsibilities**

Achieving an equal opportunities workplace is a collective task shared between the Committee and the staff. The Chief Executive Officer has overall responsibility for this Policy and for equal opportunities and discrimination law compliance in the workplace. The Chief Executive Officer has been appointed as the person with day-to-day operational responsibility.

Me Club are dedicated to ensuring that equality, diversity, and inclusion are at the heart of everything we do. By promoting these values, we aim to create a supportive and inclusive environment for all children with disabilities and additional needs and their families.

For queries, concerns or suggestions related to equality, diversity, or inclusion, contact:

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