



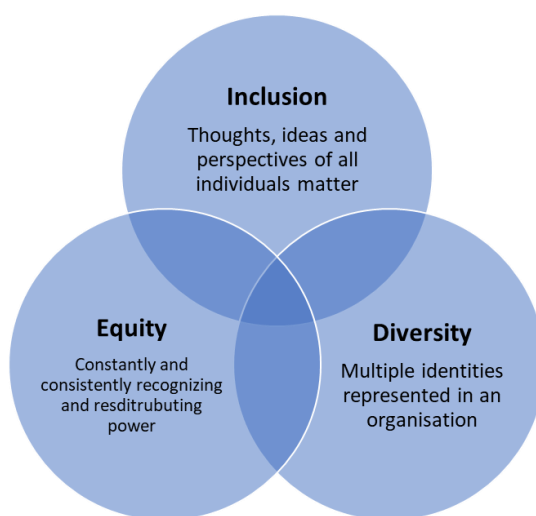
Policy Title	Equity Diversity and Inclusion (EDI) Policy
Date Approved	August 2024 (updated Dec 2024)
Date of Review	August 2025
Policy applicable to	All BWYS staff (employees, Associate Trainers) and contracted staff) and volunteers

Equity, Diversity & Inclusion (EDI) Policy

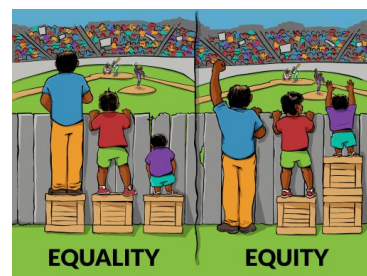
Words underlined in this policy are included in the glossary at the end of this document.

Be What You See's vision is to create a world where hate and discrimination is not tolerated. To achieve this we believe Equity, Diversity and Inclusion (EDI) work is everyone's responsibility, and everyone has an active role to play in establishing a welcoming and inclusive environment. It is our aim to empower people (those who work for us and those who receive our training and consultancy) to eliminate discrimination.

The diagram below illustrates how we define EDI. These definitions steer the way in which we run our company, its systems and processes, and are very much at the heart of our EDI Policy.



We believe equity is a fundamental human right and is a core value of our company that runs through our workforce culture and the service we provide. We have chosen to use the word 'Equity' over 'Equality' as we believe that treating everyone the same doesn't mean that everyone gets the support they need. Equity ensures that everyone has the resources they need to achieve their aims.



1. Aims of the policy

- 1.1 As an EDI Training and Consultancy Company, we hold ourselves up to high standards and strive towards excellence in all areas of equity, diversity and inclusion.
- 1.2 The aims of the policy are to:
 - i. Make explicit our commitment and the actions we will take to provide equity and fairness to all in our employment and to eliminate discrimination. This includes BWYS Staff¹ (including applicants and volunteers).
 - ii. Commit to equity of opportunity for groups with protected characteristics and/or who face barriers because of their background or circumstances. This commitment spans our workforce and those who have any interaction with the company through the services we

¹ BWYS Staff is used to refer to all those employed by BWYS, including permanent and fixed-term employees; Associate Trainers; sub-contractors.

provide, ensuring we do not unlawfully discriminate on the basis of the following characteristics²:

- a) age
- b) disability
- c) gender reassignment
- d) marriage and civil partnership
- e) pregnancy and maternity
- f) race
- g) religion or belief
- h) sex
- i) sexual orientation

BWYS has expanded the Equality Act protected characteristics to include the following:

- j) socio-economic status
- k) young people who are care-experienced
- l) young people who are estranged from their families
- m) those experiencing menopausal symptoms

- iii. Set out clearly the expectations we have of all BWYS Staff with regards to EDI and the sanctions for anyone breaching this policy.

2. Commitments - BWYS Staff and the work environment

- 2.1 We commit to creating an environment in which individual differences and the contributions of all BWYS workforce are recognised and valued. To achieve this we:

- **do not tolerate any form of discrimination, identity-based hate³, intimidation, bullying or harassment.**
 - We consider 'banter', jokes and gestures⁴ as forms of discrimination and microaggressions⁵. Discrimination, harassment (which includes sexual harassment), bullying and intimidation are considered gross misconduct. Gross misconduct will result in the initiation or escalation of the Company disciplinary procedure and may result in immediate dismissal without notice or pay in lieu of notice⁶.
- **promote equity in the workplace through:**
 - making training, development and progression opportunities available to all BWYS employees and where relevant, our wider workforce. This includes ensuring BWYS employees are given the help, encouragement and resources to develop their potential;
 - regularly reviewing all our employment practices, policies and procedures so that fairness and equity is maintained at all times;

² Characteristics a - i are protected characteristics as identified under the Equality Act 2010.

³ Identity-based hate is when people are targeted because of their race or ethnicity, religion, disability, sexual orientation, gender identity, or physical appearance.

⁴ For example, calling an employee 'menopausal' and a "dinosaur" due to her sex and age, or teasing an employee teased for being gay if they don't like football are discriminatory and forms of bullying and harassment which can never be excused as merely 'workplace banter'. This includes where a person who identifies with a particular characteristic makes these types of comments about themselves.

⁵ A comment or action that intentionally or unintentionally or unconsciously expresses or reveals a prejudiced attitude toward a member of a marginalised group, such as a racial minority. Microaggressions falls into 3 categories – assault, insult and invalidation. Microaggression are often common occurrences and can include insults, slights, stereotyping, undermining, devaluing, delegitimizing, overlooking or excluding someone. Over time, microaggressions can isolate and alienate those on the receiving end and affect their health and wellbeing.

⁶ For a full list of gross misconduct offenses and the disciplinary process, see [BWYS Staff Disciplinary Procedure](#).

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- ensuring our workforce recruitment practices and decision-making are inclusive and promote diversity, this includes compliance with equal pay legislation
 - putting in place reasonable adjustments so that members of BWYS' workforce with a disability can undertake their responsibilities and access development and training in the same way as a member with no disability.
 - not engaging in practices that undermine or undervalue staff from marginalised groups e.g. accepting unpaid guest speaker work that does not align with our strategic aims and values.
- **oppose all forms of unlawful discrimination.** This includes in:
 - pay and benefits
 - terms and conditions of employments
 - recruitment and selection
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - **provide training for BWYS line managers and employees about their rights and responsibilities under this policy.** This includes responsibilities in relation to behaviour and conduct that help the company achieve equity in the workplace and prevent discrimination, bullying and harassment against fellow employees, co-workers, suppliers, clients, participants and the public.

3. Commitments - BWYS service users and the public (suppliers, clients, training participants)

- 3.1 Our commitment to EDI extends beyond our workforce and includes anyone who has an interaction with our company. To ensure that those who experience BWYS do so in a way that is inclusive and free from discrimination we:
- provide EDI training to all BWYS staff and set high expectations in relation to EDI through our workforce code of conduct;
 - take seriously complaints of discrimination, harassment, bullying and intimidatory conduct by BWYS workforce against fellow workers, suppliers, clients, training participants and the public. Such acts are considered gross misconduct and will be dealt with under the company's staff grievance and disciplinary procedures. The company also operates a Whistle-blowing policy which can be used where relevant to raise concerns of discrimination and a bullying culture;
 - ensure our materials and workshops are inclusive and accessible and put in place reasonable adjustments where required.

4. EDI Action Plan

- 4.1 To ensure we fully deliver on the commitments set out in this policy, we commit to undertaking the following actions within the specified timescales.

What	Deadline
Deliver EDI training to all BWYS employees focusing on their responsibilities in relation to this policy and the Equalities Act.	End of August 2024 for all current staff, then refresher training on an annual basis.

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Deliver Active Bystander training to all BWYS staff (employees, consultants, Associate Trainers).	End of August 2024 for all current staff, then refresher training on an annual basis.
Put in place a process to ensure BWYS' wider workforce (Associate Trainers, contracted staff) understand their EDI responsibilities and have agreed to the BWYS Staff Code of Conduct.	End of January 2025
Undertake an annual review of BWYS training materials and resources and act on any recommendations to improve their accessibility and inclusivity.	By September each year

Glossary

We have produced this glossary of terms to encourage a common understanding and use of terminology relating to equality, diversity, and inclusion. Many of the terms are used within our EDI Policy. We have researched and gathered definitions from several sources, but recognise that language and terms change. Please let us know if you notice any terms that need to be updated, or if you have any other comments regarding this glossary by contacting info@bewhatyousee.co.uk

Term	Definition
Bullying	¹ Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online. This definition is taken from the Anti-Bullying Alliance .
Care-experienced	Someone who identifies as care-experienced has spent time living with foster carers under local authority care, in residential care (e.g. a children's home), looked after at home under a supervision order, or in kinship care with relatives or friends, either officially (e.g. a special guardianship order) or informally without local authority support.
Discrimination	Discrimination is an action or a decision that treats a person or a group badly for reasons such as their race, age or disability.
Diversity	Diversity relates to people's different backgrounds and beliefs. Diversity recognises that everyone is different in a variety of visible and non-visible ways, and that those differences are to be recognised, respected and valued. They may include, but are not limited to, differences protected by equalities law known as protected characteristics.
Equal pay	Paying men and women the same for doing the same (or equivalent) jobs.
Equality Act	The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone. The Equality Act Guidance can be found at the following link https://www.gov.uk/guidance/equality-act-2010-guidance
Equity	Ensuring that everyone is treated fairly, by removing barriers to resources or opportunities that some groups in society face. Unlike equality, which assumes the objective is to treat everyone the same regardless of their starting point or needs, equity gives strong consideration to the different starting points for different individuals and therefore aims to achieve fairness by providing resources according to need. Equity acknowledges the historical, systemic and structural disadvantages that different cultural and social groups may have been subjected to and strives to reduce barriers.
Estranged	This term is used to apply to people who are estranged from their parents and sometimes wider family members, due to a breakdown in their relationship. It is often used to apply to young people (aged 16-19)

	who are applying to or studying in further and higher education without the support and approval of their parents/carers.
Harassment	Harassment is behaviour which is unwanted, uninvited, and which fails to respect the individual. Harassment is when actions take place more than once and is therefore often long term and can also be subtle. It can include a wide range of behaviours including unwelcome comments; offensive material and graffiti; verbal insults, threats or obscene behaviour; malicious complaints; being ignored; overlooking or shunning particular employees; unwanted physical contact; and offensive jokes; bullying; unjustified or unconstructive criticism; and violence.
Identify-based hate	Identity-based hate is when people are targeted because of their race or ethnicity, religion, disability, sexual orientation, gender identity, or physical appearance.
Inclusion	Inclusion means creating an environment where everyone feels welcome and valued. It is the practice of including people in a way that is fair for all, values everyone's differences and empowers and enables each person to be themselves and achieve their full potential.
Intimidation	Intimidation is defined as causing someone to feel scared or unsafe, usually through threats or violence. This can happen when someone tries to force or pressure another person to do something they don't want to do.
Microaggressions	Everyday verbal, behavioural or environmental interactions (intentional or unintentional) that communicates and reveals some sort of bias, prejudiced attitude or hostility towards historically marginalised groups such as a racial minority. Microaggressions falls into 3 categories – assault, insult and invalidation. Microaggression are often common occurrences and can include insults, slights, stereotyping, undermining, devaluing, delegitimizing, overlooking or excluding someone. Over time, microaggressions can isolate and alienate those on the receiving end and affect their health and wellbeing.
Protected Characteristics	<p>The Equality Act 2010 has defined 9 protected characteristics:</p> <p>Age; disability; gender; gender re-assignment; marriage or civil partnership; race; religion or belief including non-belief; pregnancy and maternity; and sexual orientation.</p> <p>It is unlawful under this act to discriminate on grounds of someone's protected characteristic status, or because they are associated with someone who has such a status.</p>
Reasonable adjustments	<p>Reasonable adjustments are adjustments which can be made for disabled people, pregnant women, and people undergoing gender re-assignment, to assist them at work or in relation to the consumption or access to goods and services.</p> <p>The law places a requirement on service providers and employers to make reasonable adjustments. Traditionally and most commonly this is for Disabled people by making changes to an environment, workplace, working arrangements, to aid communications and access, or by</p>

	altering policies and processes to make services and employment more accessible and easier to gain.
Sex	In the Equality Act 2010, sex is understood as binary being either male or female. It can mean a group of people like men or boys, or women or girls. Under the Act, a person's legal sex is the sex recorded on their birth certificate or their Gender Recognition Certificate.
Sexual Harassment	<p>Sexual harassment is unwanted behaviour of a sexual nature which:</p> <ul style="list-style-type: none"> • violates someone's dignity, • creates an intimidating, hostile, degrading, humiliating or offensive environment for someone. <p>Sexual harassment can happen to people of any gender and sexual orientation. It can be carried out by anyone of the same sex, another sex or anyone of any sexual orientation. People can experience sexual harassment from anyone they come into contact through their work, including:</p> <ul style="list-style-type: none"> • a colleague/co-worker, • a manager, supervisor or someone else in a position of authority, • third parties – for example customers, clients and members of the public. <p>Sexual harassment can be a one-off incident or an ongoing pattern of behaviour. It can happen in person. It can also happen online, for example in meetings, email, social media or messaging tools. Examples include:</p> <ul style="list-style-type: none"> • making sexual remarks about someone's body, clothing or appearance, • asking questions about someone's sex life, • telling sexually offensive jokes, • making sexual comments or jokes about someone's sexual orientation or gender reassignment, • displaying or sharing pornographic or sexual images, or other sexual content, • touching someone against their will, for example hugging them, • sexual assault or rape. • Indecent exposure <p>What some people might consider as joking, 'banter' or part of their workplace culture can still be sexual harassment.</p>
Sexual orientation	<p>Sexual orientation and Sexuality refers to a person's sexual attraction to other people, or lack thereof. This includes emotional, romantic, sexual or affectionate attraction to other people.</p> <p>It is important not to confuse sexual orientation with gender identity as the two are not the same. For instance, trans people, like any other people, can have a wide range of sexual orientations, including heterosexual, lesbian, gay, bisexual, asexual, pansexual, omnisexual and demisexual. See Stonewall's list of LGBTQ+ terms https://www.stonewall.org.uk/list-lgbtq-terms#s</p>