



Equality, Diversity & Inclusion Policy

Period: 2.0 Current

Document Owner: The Shalom Network

Approval Date: 17/04/2023

Latest Review Date: 15/04/2024



1 Document Control

Document History

Date	Version	Version Author	Update Summary
30/08/21	0.1 (Draft) for Review and comment	Clive Paragreen	Initial draft
06/09/21	0.2 (Draft) for approval	Clive Paragreen	As amended following review and comment
06/09/21	1.0 Approved version	Clive Paragreen	Approved at the trustees meeting 08/09/2021
12/04/23	Version 1.1 for review	Clive Paragreen	Minor spelling and grammar corrections. Trustee amendments
18/04/23	Version 2.0 Signed off	Clive Paragreen	Approved 17/04/23

Distribution

Document archive

All approvers

For review, comment or approval

Miriam Goldby

Subject Matter Expert For review/comment

Jane Butler

Subject Matter Expert For review/comment

Cheralyn Thompson

Subject Matter Expert For review/comment

Tracy Paragreen

Subject Matter Expert For review/comment

Approvers

Jess Thompson

Trustee

Lorraine Fellows

Trustee

Jen Hale

Trustee

Steve Longton

Trustee

Clive Paragreen

Trustee

Steve Thompson

Trustee

Storage and Retention

Current version to be present in the live document zone.

Archiving policy to be determined, currently on local hard drives and personal cloud storage.

The Shalom Network



CONTENTS

1	<i>Document Control</i>	2
2	<i>Our Policy on Equality, Diversity and Inclusion.</i>	4
3	<i>The Shalom Network Policy Statement on Equality, Diversity and Inclusion</i>	5
4	<i>Designated Roles Covering Equality, Diversity and Inclusion.</i>	5
4.1	Trustees	5
4.2	Designated Equality, Diversity and Inclusion Manager	6
5	<i>Policy Body</i>	8
5.1	Equality, Diversity and Inclusion in Practice	8
5.2	Recruitment and Selection	8
5.3	Training and Knowledge Sharing	9
5.4	Incidents, Complaints and Grievances	9
5.5	Donors, Sponsors and Grant Providers	10
5.6	Third Party Suppliers and Partners	10
5.7	Related Policies and Other Artefacts	10
5.8	Maintaining the Policy	11
A.	<i>Appendix A – Key Contact Details</i>	12
B.	<i>Appendix B – Terms and Definitions</i>	13
C.	<i>Appendix D – Summary of Referenced Documents</i>	14
	The Shalom Network Procedures Manual	14
	The Shalom Network Risk Register	14

The Shalom Network



2 Our Policy on Equality, Diversity and Inclusion.

The Shalom Network is serving people within the community having additional and specialised needs, therefore our policy on equality, diversity and inclusion reflects our values and purposes as well as our obligations.

Addressing equality, diversity and inclusion supports better decisioning. The Shalom Network is wholly committed to operate in line with these policies and principles, to be relevant to those it serves and to be resourced and deliver its purposes equitably. Recognising and countering any imbalances, perspectives and opportunities in the charity, and in the attitudes and behaviour of trustees, staff and volunteers, helps to make sure that a charity achieves its aims.

The Shalom Network



3 The Shalom Network Policy Statement on Equality, Diversity and Inclusion

The principles of equality, diversity and inclusion are embedded in The Shalom Network purposes and culture, they are key to delivering the charity's purposes for the public benefit.

We seek to avoid where at all possible, any unjustified discrimination on the grounds of age, gender reassignment, disability, ethnicity, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or gender, sexual orientation.

The Shalom Network makes every effort to ensure that there are no avoidable obstacles to participation in, or benefiting from its activities. The charity's work has inclusion at its heart, for those delivering and those benefitting from the realisation of its charitable purposes.

The Shalom Network challenges inequality, discrimination and exclusion. It seeks, within the scope of its charitable purposes, values and principles to assist individuals and groups achieve equitable outcomes.

All members of The Shalom Network team have a firm understanding of what equality, diversity and inclusion means in the context of its purposes and activities. They identify and consider any gaps in understanding and face into them through discussion, learning, research, or wider consultation.

The Shalom Network has clear organisational approach to equality, diversity and inclusion in line with the charity's aims, strategy, culture and values. This is supported by appropriate plans, procedures, and considerations when devising and delivering activities and programmes.

As part of a progressive approach to equality diversity and inclusion, appropriate training is provided for all team members at induction and on an ongoing basis. The Shalom Network culture is inherently inclusive with team members consistently encouraging and supporting each other to maintain and where possible to improve how they welcome and include.

The Shalom Network has clear guidelines and procedures to address any policy deficiencies, failures in adherence and/or implementation. Given the importance of this policy responses to grievances and non-compliance are appropriately concise, transparent and robust.

3.1 Designated Roles Covering Equality, Diversity and Inclusion.

3.2 Trustees

The Shalom Network trustees are responsible for these key outcomes:

- Embedding the principles of equality, diversity and inclusion in the organisation to ensure delivery of the charity's purposes for the public benefit.

The Shalom Network



- Setting a clear organisational approach to equality, diversity and inclusion in line with the charity's aims, strategy, culture and values.
- Creation of supporting procedures, plans, milestones, targets and timelines.
- Development of an effective strategy and operating model that reflects different perspectives, experiences and skills, including, where applicable, from current and future beneficiaries.
- Support efforts to reduce and where possible eliminate obstacles to participation in the organisations work and activities.
- Leading in challenging inequality and recognising opportunities to help groups and individuals to realise equitable outcomes.
- Regularly assess:
 - the charity's approach to equality, diversity and inclusion, using available data and, where applicable, lived experience
 - its own practice including:
 - the diversity of trustees' backgrounds and perspectives identify imbalances and gaps that can be practicably addressed
 - any bias in trustee recruitment and selection
 - where applicable, how the communities and people that the charity serves are included and centred in decision making
 - whether board of trustees information is appropriately accessible and how to correct if not
 - meeting environments and if inclusive behaviour is the norm, and if all voices equal and whether constructive challenge embraced
 - how the board demonstrates inclusive behaviours in its decision making and how it engages with wider team members and beneficiaries.
- The on-going monitoring to evidence that The Shalom Network equality, diversity and inclusion policy and its supporting procedures are being effectively implemented in practice. This is critically important. Day to day responsibility is delegated to the Equality, Diversity and Inclusion Manager and/or officers.

3.3 Designated Equality, Diversity and Inclusion Manager

The Shalom Network

Best endeavours will be made to appoint a suitably qualified Equality, Diversity and Inclusion Manager or Officer who will be a trustee of The Shalom Network responsible for:

- Implementing the policy and all applicable related procedures and work methods.
- Ensuring The Shalom Network Equality, Diversity and Inclusion policy is fit for purpose.
- Responding to grievances and complaints
- For policy and procedure reviews, amendments, and advice of changes to the wider team.
- Notifying trustees of items that require their attention and any approvals.
- Communication with and/or reporting to the relevant Regulators and authorities.

The Shalom Network



The appointee must have sufficient authority and independence within the charity to monitor activities in relation to equality, diversity and inclusion, as well as having and/or growing subject matter knowledge and experience.

They will be the first point of contact for the reporting of any incidents or concerns relating to equality, diversity and inclusion, and be available to consider any opportunities to promote exemplary behaviour and best practice.



4 Policy Body

4.1 Equality, Diversity and Inclusion in Practice

To create and maintain an effective value driven culture, any organisation must strive to do the right things because they believe it, not because they're told to.

The Shalom Network aims to create and sustain an equitable environment for all our team and beneficiaries, regardless of status or any other characteristic.

We constantly strive to improve our ways of working and behaviours to be more inclusive and equitable, this means that our organisation and the support we give to people should be impartial, neutral and universal.

In practice this means we are committed to maintaining a high level of awareness of others, where necessary questioning our own ingrained conditioning and unconscious bias, at a personal and institutional level.

Best practice and behaviours avoid:

- Being judgmental
- Making false and futile comparisons
- Cheap humour, sarcasm and ridicule
- Gender or racially specific references
- Being inadvertently derogatory or patronising
- Making assumptions about ability or experience

4.2 Recruitment and Selection

The general policies with regard growing and developing the team are contained in The Shalom Network People Policy. However, for the purposes of this policy it should be noted that a strict equal opportunities policy is applied regarding all recruitment and selection.

The Shalom Network by its very nature is an organisation which has an appetite and ability to seek and discover the potential in each individual. Some of the work and activities benefit greatly from the insight that is gained from the involvement of minority groups and those with additional/complex needs.

However, given the specialised demands of working with vulnerable people who have additional and complex needs, it is crucial that appropriately qualified and experienced people are recruited to the team.



4.3 Training and Knowledge Sharing

The general policies with regard growing and developing the team are contained in The Shalom Network People Policy. However, for the purposes of this policy it should be noted that initial and regular ongoing training with regard to equality, diversity and inclusion is delivered.

The subject is also a standing agenda item for team meetings, briefings and activity reviews. Experiences are discussed and shared to deepen and widen appreciation and understanding as well as increasing the benefit of best practice in action.

4.4 Incidents, Complaints and Grievances

4.4.1 Incident Management

In the event of a report or allegation of The Shalom network failing in its obligations with regards to equality, diversity and inclusion it must be:

- Reported to the designated The Shalom Network Equality, Diversity and Inclusion Manager or another trustee immediately.
- Handled and recorded in a confidential and responsible way.
- Managed in accordance with The Shalom Network incident management policy and procedures.
- Actioned with urgency, ensuring further harm or damage is stopped or minimised.
- Reported to all relevant agencies and regulators in full where required.
- Communicated, if required, in a considered way to charity stakeholders and the wider public.
- Transparently managed, upholding The Shalom Network's reputation for acting with integrity.
- Reviewed by inquiry to understand the root cause and how to prevent a recurrence.
- Reported to the police if the incident or concern involves criminal behaviour.

4.4.2 Post Incident Review and Actions

A comprehensive inquiry must be held following an incident or allegation. Any inquiry process should be handled objectively, sensitively, and sympathetically. Involvement should be restricted to essential persons only, but as a minimum an equality, diversity and inclusion officer and/or a trustee should preside alongside involved parties and/or their representatives.

A concise report must be produced and reviewed by the Equality, Diversity and Inclusion Manager, and a decision made as to whether the matter needs to be referred to the trustees or outside authorities (see below).

Any required action or improvement plan must be documented, sponsored by a trustee and its progress tracked to ensure satisfactory completion.

The Shalom Network



The Trustees acknowledge their duties to make a Serious Incident report to the appropriate authorities that there has been an incident (alleged or actual), which is in breach of the regulator's policy and potentially the law, within the context of The Shalom Network's constitution and activities.

The Shalom Network has relevant procedures detailed in The Shalom Network Procedures manual.

4.5 Donors, Sponsors and Grant Providers

The Shalom Network will, wherever practical and possible evaluate donors, sponsors and grant providers in terms of their culture and principles regarding equality, diversity and inclusion. It is crucial that any support that the charity receives should be from individuals, groups and organisations whose approach and practice in this regard are aligned to our own.

Should any benefactor or potential benefactor be out of alignment with The Shalom Network on equality, diversity and inclusion, the trustees will consider the situation and what action should be taken. Any actions could for example include:

- A request that the individual, group or organisation review their approach and practice with regard to equality, diversity and inclusion.
- The withdrawal of a request such as a grant application or direct appeal.
- The return of a donation or grant award.

4.6 Third Party Suppliers and Partners

The Shalom Network will, wherever practical and possible evaluate suppliers and partners in terms of their culture and principles regarding equality, diversity and inclusion. It is crucial that any third party which the charity engages with should have an approach and practices in this regard that are aligned to our own.

Should any existing or potential third parties, suppliers or partners, be out of alignment with The Shalom Network on equality, diversity and inclusion, the trustees will consider the situation and what action should be taken. Any actions could for example include:

- A request that the individual, group or organisation review their approach and practice with regard to equality, diversity and inclusion.
- A modification in the scope and nature of the relationship.
- Termination of the relationship.

4.7 Related Policies and Other Artefacts

The Shalom Network



This policy references a number of other policies and procedures that have been created and are maintained with regard to equality, diversity and inclusion demands.

- The Shalom Network People Policy (Recruitment, selection, training, performance management)
- The Shalom Network Finance Policy (Ethical funding)
- The Shalom Network Procedures Manual

4.8 Maintaining the Policy

This policy will be updated as necessary to reflect best practice, legal obligations and the needs of beneficiaries with regard to equality, diversity and inclusion. It will be reviewed at least annually or when necessary and appropriately amended to ensure fitness for purpose, particularly regarding the Equality Act 2010.

Whilst The Shalom Network trustees have a responsibility to review, with designated team members and agree this policy at least annually, the possible need for interim reviews and updates is acknowledged.

The Equality, Diversity and Inclusion Manager will, be responsible for reviewing the policy in the light of material legislative and operational changes. They will work with other team members to review and recommend any actions to the trustees.

Where a review dictates material changes to the policy a working group should be formed to update the policy document to a draft revision for approval by the trustees. The detail of any changes should, where required, be reflected in any guidance and training material. Team colleagues should also be briefed.

The Shalom Network reserves the right to amend this Policy from time to time at its sole discretion. This policy recognises the diverse needs of individuals and The Shalom Network will use multiple communication and media channels to give notice of any change prior to it becoming effective.

If as the result of such changes, any individual would like to comment in any way, they can do so typically, but not exclusively by emailing information@theshalomnetwork.org.

The Shalom Network



A. Appendix A – Key Contact Details

Designated Equality, Diversity and Inclusion Manager

Trustees

Clive Paragreen (Co Chair)

Mob: 07880528575

Email: cliveparagreen@theshalomnetwork.org.uk

Jessica Thompson (Co Chair)

Mob: 07891645974

Email: jessthompson@theshalomnetwork.org.uk

The Shalom Network



B. Appendix B – Terms and Definitions

Third Party

The term '**third party**' relates to a person or group besides the two primarily involved in a situation.

For example, party one = The Shalom Network, party two = The Shalom network beneficiaries, party three = suppliers and partner organisations.

Team

Within the context of The Shalom Network's documentation, '**Team**' is the collective term covering, employed, contracted and volunteer colleagues engaged in carrying out the charity's activities.

Beneficiary

A **beneficiary** is anyone who uses or benefits from a **charity's** services or facilities, whether provided by the **charity** on a voluntary basis or as a contractual service, perhaps on behalf of a body like a local authority.



C. Appendix D – Summary of Referenced Documents

The Shalom Network Procedures Manual

- Responsibility and Accountability
- Risk Assessments and Risk Management
- Recording Attendance
- Transport
- Social Media
- Online
- Contact and Communication.
- Resourcing and Resource Planning
- Events
- Group Meetings
- Reporting
- Personal and Property Security
- Work Methods
- Collecting, Processing, Storing, Securing and Deleting Personal Information
- Sharing Data
- Data Retention
- Storage and Archiving
- Access Controls
- Incident Management
- Purchasing, payments and expenses
- Collecting, recording, and allocating donations
- Gift aid
- Grant applications
- Sponsorship
- Work records, training register and skills matrices.

The Shalom Network Risk Register

- Risk description and reference
- Date recorded.
- Owner
- Priority Level
- Status, e.g., 'Open', 'Accepted'
- Outline action plan
- Planned remediation date.