

Equality, Diversity & Inclusion Policy


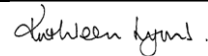
WESTWAY CT recognises the diversity of cultures and ethnic minority communities within the Royal Borough of Kensington & Chelsea and surrounding areas. As such it will affirm this diversity in its work and provision of services. It is therefore committed to providing equality of opportunity for all its employees, volunteers and users of services (this applies to both existing and applicant individuals) and ensuring that unwarranted/inappropriate discrimination is not practised.

It is further recognised that the process of discrimination can take many forms such as:

- Race, colour, religion or creed, ethnic or national origins and nationality (including citizenship)
- Disabilities and/or medical conditions
- Gender, marital status and sexual orientation
- Age
- Dependants

Westway CT sets equality objectives to:

- create a robust, respectful working environment;
- help deliver better user, employee and volunteer experiences and outcomes of opportunity;
- foster good relationships;
- maintain the ethos and values of Westway CT.

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V.02	Nov 2022	22/11/22	Annual Review	Deputy CEO 	 CEO



Westway CT's equality objectives are aligned with the Equality Act 2010, covering the nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The outcome of these objectives is to improve service delivery to the communities we serve, by understanding their diverse needs, maintain employee and volunteer retention and to meet our legal and moral obligations.

WESTWAY CT's Equality, Diversion & Inclusion Policy covers all areas of its work and in so doing the organisation commits to ensuring that:

- All employees adhere to the Equality, Diversion & Inclusion Policy
- The Equality, Diversion & Inclusion Policy extends to all of the services it provides and is therefore applicable to the wider community
- Any employee who perceives a breach of this policy is able to write to the CEO, or their immediate Line Manager
- Any employee who makes a complaint or who gives evidence will not be victimised, treated less favourably than other employees or treated as if they are over-sensitive about discrimination
- Complaints of discrimination are dealt with seriously using existing disciplinary procedures


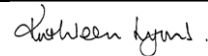
Annual Progress and Annual Review Procedures

WESTWAY CT is committed to undertaking regular reviews of performance in the light of this policy statement, and where appropriate, take action to fulfil its equality, diversion and inclusion commitments.

WESTWAY CT's performance on equality, diversion & inclusion issues across the organisation will be monitored regularly throughout the year. The CEO will report during the year to the Finance, Development & Staffing Sub-Committee. The Managers will report to the relevant sub-committees and relevant working groups. Staff and committees will identify appropriate initiatives & programmes of action.

An Annual Equality, Diversion & Inclusion Summary will be presented to the Management Committee and will summarise the issues considered, policies reviewed and actions taken to ensure equality, diversion & inclusion at WESTWAY CT.

Equality, Diversion & Inclusion – Checklist of Areas for Review

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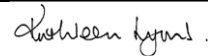
The checklist below identifies the broad areas that WESTWAY CT staff and relevant committees will review, monitor and action, where appropriate, throughout the year. Progress across the organisation will be recorded and monitored by the CEO.

CEO in association with FDS Subcommittee:

- recruitment & selection of staff & volunteers
- staffing & committee composition
- complaints
- WESTWAY CT reception
- public image
- staff training
- user & member group information
- monitoring & annual service evaluations
- services to members & users
- marketing & promotion
- vehicle specification

Managers in association with Subcommittees & Working Groups:


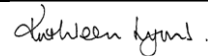
- driver awareness of equal opportunities & policies (paid driver & volunteer)
- information to member groups
- marketing & promotion
- complaints
- annual service evaluation
- vehicle specification
- driver availability
- other service indicators

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Management Committee:

- Annual summary of equal opportunities policy and action lists.

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