



## TBD EQUALITY DIVERSITY & INCLUSION POLICY

Dated: May 2026

The Policy will be reviewed every three years or in line with changes in government legislation and updated guidance

[www.thebasementdoor.org](http://www.thebasementdoor.org)

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Charity No: 1177033

**This Policy has been approved & authorised by the Board of Trustees and this decision is recorded in the minutes of the Trustee Board Meeting held: May 2026**

## Policy Statement

The Basement Door (TBD) is committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of services to young people. TBD aims to create a culture that: Respects and values each other's differences That promotes dignity, equality and diversity, That encourages individuals to develop and maximise their true potential.

We are committed to achieving and maintaining a workforce, both employed and voluntary, that broadly reflects the local community in which we operate.

## Purpose

The purpose of this policy is to provide equality and fairness for all employees, volunteers and in the provision of services to ensure that the organisation does not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. TBD opposes all forms of unlawful and unfair discrimination.

All employees, trustees and volunteers, whether part-time, full-time or temporary, and service users will be treated fairly and with respect. Selection for employment, promotion, training, volunteering or any other benefit will be on the basis of skills and ability.

## Designated Officers

Nominated Operations Officer: Louise Nagle, Chair of Board of Trustees

Email: [louise@thebasementdoor.org](mailto:louise@thebasementdoor.org)

Nominated Lead Trustee for Equality, Diversity & Inclusion: Mairi McLeod

Email: [mairi@thebasementdoor.org](mailto:mairi@thebasementdoor.org)

## Our commitments

TBD commits to:

- Encourage equality, diversity and inclusion throughout the Charity.
- Create an environment free of bullying, harassment, victimisation and unlawful discrimination.
- To promote dignity and respect for all, where individual differences and the contributions of all members are recognised and valued. This commitment includes training managers and all other members about their rights and responsibilities under the Equality, Diversity and Inclusion Policy.
- Trustees and staff conducting themselves to help the organisation provide equal opportunities and prevent bullying, harassment, victimisation and unlawful discrimination. All employees should understand they, as well as the charity, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal

without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Make opportunities for training, development and progress available to all members, who will be helped and encouraged to develop their full potential.
- Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act). Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law. Monitor the make-up of the organisation regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

## **Procedures**

### **Positive action**

TBD will act positively in using the Equality, Diversity & Inclusion Policy as a means of making public its commitment to provide equal opportunities to all present and future employees, trustees and volunteers.

TBD encourages all members to apply for suitable opportunities and to seek training for promotion or in particular skills.

The Equality, Diversity & Inclusion Policy forms part of the Contract of Employment. Training in Equality, Diversity & Inclusion is provided as part of the Induction Programme.

Any form of discrimination by an employee, trustee, service user or volunteer will be treated very seriously and where appropriate will be dealt with using the Disciplinary Procedure. TBD aims to ensure that the board of trustees reflects the diversity of our service users.

### **Recruitment**

*Job descriptions and person specifications* - Job descriptions and Person Specifications are prepared for all employed (paid) posts. The job description indicates the responsibilities and tasks to be undertaken by the job holder. The Person Specification describes the qualifications, skills and abilities required. A list of preferred criteria may also be prepared. Care will be taken to ensure that neither the description nor the specification is discriminatory on the grounds quoted in the Policy Statement.

*Job advertising* - TBD will use a range of advertising methods in order to attract the widest pool of appropriate applicants. Vacancies for new and existing jobs will normally be advertised internally and externally. All our advertising will: Contain the statement 'TBD is an Equal Opportunities Employer'. Ensure that we do not exclude, discriminate against, or discourage any particular group from applying nor make it difficult for anyone from such a group to apply. Refer to the job description and person specification in order to give information about the requirements of the job. Give clear instructions about obtaining the application pack.

*Applications and short listing* - All applicants will be asked to fill out an application form which contains only information essential and relevant to the appointment. Different formats will be made available where possible. Short listing will be performed on the basis of objective criteria and the extent to which candidates have shown, in the application form, that they meet the required Person Specification, and can carry out tasks and responsibilities required of the post-holder. Formal qualifications and standards of literacy and numeracy will only be taken into account when they are recognised as necessary for a particular job.

*Interviewing* - All interviews will be carried out by a minimum of 2 people. The questions asked will seek to gather objective evidence in support of the job description and person specification and the same questions will be asked of all candidates. Notes will be taken and evidence gathered against the job description and person specification. Disabled candidates will be asked if they need support during the interview process or adjustments should they be offered the position. All candidates will be asked about their eligibility to work.

*DBS Policy* - For certain positions we will request enhanced disclosures for all employees, trustees and volunteers. This requirement will be clearly stated in the application pack.

*Ex-Offenders* - TBD will not discriminate against ex-offenders with unspent convictions, unless required to do so because of the nature of the post. All applications will be considered on an individual basis.

## **Induction and training**

All employees, trustees and volunteers will be required to follow an appropriate induction process to ensure they are equipped to do the job. All employees, trustees and volunteers will receive training on the Equality, Diversity & Inclusion Policy, procedures and action plan as part of their induction.

## **Flexible working**

TBD will consider all requests for flexible working arrangements, taking account of the balancing the needs of the organisation with the needs of the individual employee.

## **Training**

- All employees, trustees and volunteers have access to a wide range of training opportunities which are regularly circulated.
- Training opportunities will be discussed during supervision sessions and selection for training will be made on the basis of both the needs of the business set out in the Business Plan and the personal development of the individual.
- Special needs and requirements for people with disabilities or caring responsibilities will be taken into account whenever practicable and methods sought to help them overcome disabilities in taking up training opportunities.
- Staff with management, recruitment and selection responsibilities will be given guidance in the implementation of the Equal and Diversity Policy to ensure that they understand their position in law and under the Organisation's policy.

## **Cultural and religious needs**

TBD will not ask about an employee's religion and will not discriminate against anyone wishing to celebrate their festivals. Employees are required to use part of their annual holiday entitlement to cover time off for these and must follow the normal holiday booking procedure. Where employees,

trustees, service users or volunteers have particular cultural and religious needs, TBD will consider whether it is reasonably practicable to meet these needs while maintaining the efficiency of the business.

### **People with disabilities**

- TBD will make genuine efforts to recruit and train people with disabilities and take reasonable steps to make all training and individual jobs accessible to people with disabilities.
- TBD will regularly review its facilities for disabled employees, trustees and volunteers and will try to overcome any problems faced wherever practicable and within reasonable resources available.
- TBD will ensure that people have maximum access to employment opportunities and to meetings and events, regardless of any disability.

### **Grievance and Disciplinary Procedures**

TBD will take seriously any complaints of discrimination and will not victimise people who make such complaints.

Staff will be made aware as part of the induction process of their responsibilities in relation to Equality and Diversity and that discriminatory behaviour will be fully investigated and dealt with using the Disciplinary Procedure.

### **Bullying and Harassment**

TBD upholds the right of all employees, service users and volunteers to be treated with respect and dignity and to work in an atmosphere free of bullying and harassment.

- All employees, service users and volunteers are responsible for ensuring that their own behaviour is sensitive to others and for ensuring that they do not condone or support the bullying or harassing behaviour of others.
- All complaints of bullying and harassment will be treated seriously and should be raised using the Grievance Procedure. All complaints will be investigated and where appropriate, the Disciplinary Procedures will be followed.

### **Monitoring**

Employees, trustees, volunteers and service users will be asked to fill out a monitoring form on joining the organisation. The monitoring forms will be reviewed on an annual basis and statistics presented to the Board of Trustees.

### **Service Provision**

TBD will endeavour to ensure that its services to and for the voluntary sector are sensitive and appropriate to respond to the needs of all groups, whenever practicable, i.e. taking account of the needs of minority groups.

TBD will take care to avoid unintentionally discriminatory passages appearing in published, printed or spoken material. TBD will continue to take a leading role in combating any form of discrimination.

### **Responsibility**

It is the Managers responsibility, with the support of the Board of Trustees, to ensure the implementation of the Equality, Diversity & Inclusion Policy. Appropriate funds will be sought to implement approved aspects of the Policy which require special and additional resources.

All employees, trustees and volunteers have the individual responsibility to: Follow procedures introduced to ensure equal opportunity and non-discrimination; To draw the attention of management to suspected or alleged discriminatory practices; To refrain from harassing or intimidating other employees, trustees or volunteers, clients or visitors of TBD on any of the grounds cited in the policy statement.