

## Extra Mile Charity

### Diversity and Inclusion Policy

<b>Date Adopted</b>	<i>August 2018</i>
<b>Date reviewed and ratified by Trustees</b>	<i>January 27<sup>th</sup> 2021</i>
<b>Date of next review</b>	<i>January 2022</i>
<b>Chair of Trustees</b>	<b>Mike Fielding</b>

#### Extra Mile Diversity and Inclusion Policy

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## 1. Statement of Intent

- 1.1 As a UK charity employing individuals in Sierra Leone to improve the life chances of poor children and adults at risk. Extra Mile, through education, is committed to promoting equality, valuing diversity, creating an inclusive environment and combating unfair treatment. Equality of opportunity and freedom from discrimination are intrinsic human rights and Extra Mile will provide leadership and commitment in promoting these rights.
- 1.2 Extra Mile believes this will be achieved through its roles as:
  - 1.2.1 an employer;
  - 1.2.2 a charity that involves volunteers, donors and supporters;
  - 1.2.3 a role model in the communities and with the partners with which it is working.
- 1.3 It is Extra Mile's policy to respect the diversity of all employees, prospective employees, volunteers, partners, beneficiaries, contractors, suppliers and supporters and treat them fairly and equally regardless of characteristics such as gender, sexual orientation, family status, race, tribe, culture, nationality, ethnic or national origin, religious beliefs, age, physical or mental ability, educational background, working patterns, responsibility for dependents, union membership, or political affiliation.
- 1.4 This policy applies to recruitment, selection and retention, terms and conditions of employment (including pay, promotion, training and development, performance management, job evaluation) and every other aspect of employment. It also applies to our ways of working with volunteers and supporters and how we work with partners.
- 1.5 Diversity includes all the characteristics, experiences and cultural influences that make each of us unique individuals. Inclusion means that we are welcoming to all at Extra Mile and all individuals and groups will be treated with respect and dignity in line with Extra Mile's values, irrespective of their background.

## 2. Guiding Principles

- 2.1 Extra Mile will challenge and support its own staff and those of both new and existing partners in their efforts to increase diversity and inclusion awareness, knowledge and skills by helping to provide exemplary role models and the provision of appropriate capacity building and resources.
- 2.2 Extra Mile expects that all employees, volunteers, trustees and governors to take individual responsibility to ensure they comply with the policy and fully support and promote the principles of diversity and inclusiveness and encourage all those who interact with Extra Mile to support these principles.
- 2.3 Extra Mile will strive for continuous improvement by identifying and promoting best practice and will challenge and tackle poor practices.

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- 2.4 Any breach or alleged breach of the policy will be taken seriously, investigated fully and may result in action under one or more of Extra Mile's harassment, disciplinary, grievance or whistleblowing procedures. In serious cases such conduct may constitute gross misconduct and may result in dismissal as either an employee or a volunteer.
  - 2.5 Extra Mile is committed to promoting respect and dignity and basic rights for every person, and works with those who are committed to supporting poor and marginalised individuals and communities to improve the life chances of children and adults at risk through removing barriers to their education
  - 2.6 Through the strategy of "doing more to create positive change ", Extra Mile's vision is to improve education for poor children and adults at risk either through its own school or in local partner schools so that the community's' capacity for improvement is developed and where all people are recognised as being of equal worth and share common aspirations in improving individuals' life chances.
  - 2.7 The core purpose for Extra Mile is improving the life chances of the individual and promoting social and economic inclusion through education. Diversity and inclusion at Extra Mile are aligned to this core purpose.
  - 2.8 Extra Mile recognises the unique differences between individuals and aims to create an environment in both its own school and with its partner communities and organisations where the talent and contribution of all is valued and respected.

### **3. Responsibilities**

#### **3.1 As an employer:**

- 3.1.1 Extra Mile's objectives for equal and appropriate treatment in employment, seeks:
- 3.1.2 To comply with UK and local legislation promoting diversity across different cultures
- 3.1.3 To employ a workforce that reflects the diversity of local contexts
- 3.1.4 To provide fair access to learning and development opportunities, and encourage and support staff to fulfil their potential
- 3.1.5 To provide a safe and accessible working environment that values and respects the identity and culture of each individual and that is free from discrimination, harassment and victimisation
- 3.1.6 To involve members of staff and staff groups on issues that affect them and communicate decisions effectively
- 3.1.7 To ensure all employees are managed in a fair and equitable way within the performance management framework
- 3.1.8 To provide fair and transparent pay structures and reward systems

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### **3.2 As a charity that involves volunteers:**

3.3 Extra Mile's objectives for equal and appropriate treatment of volunteers from all over the world seeks:

3.3.1 To provide, where possible, a range of opportunities that will attract individuals from a range of backgrounds and abilities

3.3.2 To seek to make information about volunteering opportunities with Extra Mile widely available

3.3.3 To ensure that volunteer recruitment procedures are fair and consistent

3.3.4 To provide a safe and accessible environment in which every volunteer's identity and culture will be valued and respected, and that is free from discrimination, harassment and victimisation

3.3.5 To provide appropriate developmental opportunities for all volunteers and encourage them to fulfil their potential within their volunteering role

3.3.6 To communicate with volunteers on a regular basis and give them opportunities to express their concerns and be involved with appropriate decision making

3.3.7 In the communities where we work and with external partners and stakeholders:

### **4. Objectives for effective partnership with local communities and partner organisations**

4.1 Extra Mile's objectives for effective partnership with local communities and partner organisations seeks:

4.1.1 To work with partner organisations to improve the life chances of children and adults at risk by removing barriers to education and in so doing to provide an environment that is free from discrimination, harassment, violence and that human wellbeing is shared and promoted

4.1.2 To value country-based identity, celebrating and respecting the variety of lifestyles, cultures and religions in a fair and sensitive way

4.1.3 To encourage and support people to be active in community life and to exercise their democratic rights

4.1.4 To listen and respond to the views of the local communities through appropriate public consultation and participation

4.1.5 To ensure that wherever possible, media publications and information resources promote diversity and that Extra Mile's materials as far as possible are accessible to all.

- 5. Key related documents**
- 5.1 Bullying and Anti-harassment policy
- 5.2 Whistleblowing policy
- 5.3 Safeguarding policy
- 5.4 Disciplinary policy and procedures
- 5.5 Grievance policy
- 5.6 Recruitment and Selection Policy



