SHAAGIRD FOUNDATION



Equality, Diversity, and Inclusion policy (EDI)

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Shaagird Foundation

1. Preamble

At Shaagird Foundation, we firmly believe that equality, diversity, and inclusion are not just aspirational values—they are essential to our mission and the integrity of our work. We are committed to fostering a working environment where all individuals—regardless of background, identity, or circumstance—feel respected, supported, and empowered to thrive. Our vision is to build an inclusive organisation that reflects the diverse communities we serve. We are committed to eliminating all forms of unlawful discrimination and advancing equity in every aspect of our operations—from recruitment and employment to the services we provide to our beneficiaries and communities.

2. Purpose of the EDI Policy

The purpose of this policy is to:

- Promote fairness, equality, and respect for all individuals across the organisation.
- Ensure all employment practices are free from unlawful discrimination based on characteristics such as age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, ethnic origin, nationality, religion or belief, sex, and sexual orientation.
- Foster an inclusive workplace culture where every individual has an equal opportunity to succeed and contribute meaningfully.

This policy applies to all aspects of employment, including:

- Recruitment and selection
- Pay and benefits
- Terms and conditions of employment
- Training and development
- Career progression and promotion
- Flexible working and parental leave
- Grievance and disciplinary procedures
- Termination and redundancy

3. Our Commitments

3.1 Promoting Equality, Diversity, and Inclusion

Shaagird Foundation actively promotes equality, diversity, and inclusion as central principles in our organisational culture and operational practices. We acknowledge that embracing a diverse workforce contributes to enhanced innovation, collaboration, and effectiveness.

We strive to:

- Reflect the diversity of the communities we serve.
- Value different perspectives, experiences, and identities.
- Promote inclusive decision-making and participation at all levels of the organisation.

We are committed to creating and maintaining a workplace free from bullying, harassment, victimisation, and unlawful discrimination. **This includes:**

- Treating all individuals with dignity and respect.
- Providing mandatory training to all staff, including leadership, on the principles and practical applications of equality, diversity, and inclusion.
- Ensuring every employee understands their role in upholding this policy.

All staff members are expected to contribute to a respectful and inclusive work environment by:

- Acting fairly and respectfully toward colleagues and community members.
- Challenging inappropriate behavior and language.
- Promoting equal opportunity in their everyday work.

3.3 Zero Tolerance for Discrimination and Harassment

Any allegations or incidents of discrimination, bullying, harassment, or victimisation—whether involving staff, volunteers, beneficiaries, or external partners—will be taken seriously and addressed promptly.

Such behaviour is treated as misconduct under our internal disciplinary procedures. Where necessary, disciplinary action will be taken, which may include summary dismissal in cases of gross misconduct.

3.4 Equal Opportunities in Training and Development

We believe in the potential of every individual and are committed to:

- Ensuring equal access to learning and development opportunities.
- Supporting staff to reach their full potential through regular performance appraisals, mentoring, and upskilling.
- Building an organisational culture where merit is recognised, and advancement is based on ability and achievement.

3.5 Continuous Improvement and Policy Review

We will regularly monitor and review our employment policies and practices to:

- Identify and address any barriers to inclusion.
- Ensure they are aligned with current legislation and best practices.
- Remain responsive to the evolving needs of our workforce and beneficiaries.

Reviews will include data monitoring, staff feedback, and consultation with diversity and inclusion stakeholders where relevant.

4. Roles and Responsibilities

Leadership and Management

Senior management has the ultimate responsibility for implementing and upholding this policy. They will ensure that equality, diversity, and inclusion are integrated into strategic planning, programme development, recruitment, and evaluation.

All Employees and Volunteers

Everyone at Shaagirdis responsible for upholding the principles of this policy. All individuals are expected to:

- Familiarise themselves with the EDI policy.
- Complete required training.
- Take active steps to create a safe, inclusive, and respectful environment.

Human Resources and EDI Leads

Our HR team and designated EDI focal persons are responsible for:

- Overseeing the implementation of the policy.
- Providing support and guidance on EDI matters.
- Addressing and resolving any breaches of the policy in a timely and effective manner.

5. Grievance and Disciplinary Procedures

Shaagird Foundation has a clear and accessible Grievance Redressal Policy to address concerns related to bullying, harassment, discrimination, or any violation of this EDI Policy.

Employees who feel they have been subject to or witnessed discriminatory behaviour are encouraged to report such incidents without fear of reprisal. All complaints will be handled with confidentiality, sensitivity, and a commitment to fairness. Please note: Making a grievance under this policy does not affect the statutory right of any employee to bring a claim to an employment tribunal within three months of the incident of alleged discrimination.

Policy Review

This policy will be reviewed annually, or sooner if necessary, in light of legal, regulatory, or organisational changes

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