



**THH18**  
**Equality, Diversity, and**  
**Inclusion Policy**

# Policy on a Page

This policy concerns all staff, volunteers, and the clients we work with. We have a legal obligation to not discriminate against one another.

- Just as our Heavenly Father created us to be equal citizens, we in turn should treat our clients and colleagues equally and not discriminate against them for any reason.
- Torch is committed to encouraging equality, diversity and inclusion among our workforce and the clients we serve.
- Please treat with respect each other and the clients we work with.
- We all have a legal and a moral duty not to discriminate against each other.
- Should you be concerned about or observe exclusion or discrimination arising within our work please contact the Operations Team Leader.

Please read through this document to ensure you fully understand and embrace this policy. If you have any questions, please contact the Operations Team Leader.

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*A list of the holders of the posts mentioned in this document and their contact numbers is provided in THH08 Torch Staff & Volunteer Handbook.*

## **1.0 Policy Statement**

Torch Help Hub (Torch) has prepared this policy to alert staff and volunteers to the legal and moral duty we have not to discriminate against one another. Torch is committed to encouraging equality, diversity and inclusion among our workforce and the clients who need our help. To seek to eliminate unlawful discrimination and work together in unity, and to utilise the skills of the total workforce.

The aim of this policy is for our workforce to be representative of all sections of society and for our volunteers and staff to feel respected, valued, and able to give their best.

## **2.0 Context**

Torch recognises that, many of our clients have been excluded, discriminated, and may not be valued equally due to their social situation. We seek to:

- Provide equality, fairness, and respect for all our volunteers, staff, and clients.
- To adhere to the Equality Act 2010 that protects characteristics of age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation.

## **3.0 Relevant Legislation**

Equality Act 2010

## **4.0 Torch Commitment**

Torch commits to:

- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms, and conditions of employment, dealing with grievances and discipline, dismissal, leave for parents and carers, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow staff, volunteers, clients, suppliers, visitors, the public and any others during the organisations work activities.
- Ensure that all staff and volunteers should conduct themselves in a manner that helps the organisation provide equal opportunities to prevent bullying, harassment, victimisation, and unlawful discrimination. Staff and volunteers should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow staff and volunteers, clients and the public.
- Such acts will be dealt with a misconduct under the THH11 Torch Disciplinary Policy and Procedures and THH12 Torch Complaints Policy and Procedures.
- Make decisions concerning staff and volunteers based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act 2010).
- Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

## **5.0 How to Raise a Concern**

Any member of staff or a volunteer who has a concern regarding diversity, equality, inclusion should ensure that it is discussed with the Operations Director at the earliest possible opportunity.

**Change Record**

Date of Change:	Changed By:	Comments:
21/02/24	Operations Team Leader	Policy updated and approved by the Trustees
26/02/2025	Operations Team Leader	Annual review with no updates required
19/02/26	Operations Director	Annual Review.