



Mwezi Foundation Equality, Diversity and Inclusion Policy

Purpose

The Mwezi Foundation is committed to encouraging equality, diversity and inclusion among our workforce, and ensuring there is no discrimination.

The aim is for our workforce to be truly representative of all sections of society, and for each employee to feel respected and able to give their best.

The organisation - in providing lights - is also committed against unlawful discrimination of recipients.

Policy Statement

The Mwezi Foundation

- Offers equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- Will not discriminate according to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, gender or sexual orientation
- Opposes and avoids all forms of unlawful discrimination, including in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, unpaid leave requests for caring responsibilities, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

Prevention

The Mwezi Foundation's responsibilities

The Mwezi Foundation will:

- Ensure all staff have access to, are familiar with, and know, their responsibilities within this policy
- Breaches of this policy will be dealt with in accordance with our disciplinary procedure.
- Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result (see the Disclosure of Malpractice policy). However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with

under our disciplinary procedure. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action

Enabling reports

The Mwezi Foundation will ensure that safe, appropriate, accessible means of reporting concerns covered by this policy are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by the Mwezi Foundation's Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

The Mwezi Foundation will also accept complaints from external sources such as members of the public, partners and official bodies.

Reporting discrimination

- If you believe you are being discriminated against, you may wish to raise the problem informally with the person responsible.
- Alternatively you may speak to one of the directors, who can provide confidential advice and assistance in resolving the issue formally or informally.
- If your complaint is against one of the directors, you can raise the issue with another director, or with our Mwezi Foundation Ambassador, Martin Brown, on mbbrown1@gmail.com

Response

All complaints will be investigated appropriately. If we consider that there is sufficient evidence to suggest you have discriminated against we will consider the appropriate action to take.

The Mwezi Foundation will apply appropriate disciplinary measures to staff found in breach of policy.

Associated policies

Disclosure of Malpractice in the Workplace (Whistleblowing) policy

Other policies as appropriate