



Equal Opportunities September 2025

INTRODUCTION

SP SQUARE CIC (SP2cic) is committed to promoting equality of opportunity, dignity, and respect for all who work with, or are connected to, the organisation. This includes employees, self-employed contractors, volunteers, board members as well as members of the public.

Not only is this a legal requirement, in accordance with the Equality Act 2010, the Human Rights Act 1998, the Rehabilitation of Offenders Act 1974, and the Protection from Harassment Act 1997. **SP2cic** recognises that encouraging equality, diversity, and inclusion is a moral responsibility. As importantly, the benefits of a commitment to Equal Opportunities are that it strengthens creativity, community, and organisational success.

As our work brings together people from a wide range of backgrounds and experiences, and we actively value these differences, our Equal Opportunities Policy provides a written commitment and reminder to all of us in **SP2cic** that we each have the right to work and participate in an environment free from discrimination, harassment, or victimisation, and the benefits that result from such an environment.

PURPOSE

The purpose of this policy is to:

- List **Equal Opportunities** areas.
- Clarify how **Equality, Diversity & Inclusion** is addressed within **SP2cic**.
- Signpost readers to the **SP2cic Disciplinary Policy**, within **SP2cic's** Human Resources Policy.
- Set out how **SP2cic implements** Equal Opportunities, the **Scope** of our approach, the **Responsibilities** incurred, the **Monitoring and Review** of the policy, and how we deal with any **Breaches**.

EQUAL OPPORTUNITIES AREAS

These are the protected characteristics defined in the Equality Act 2010:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief

- sex
- sexual orientation

Our commitment as an organisation and as individuals within it is to

- promote an inclusive culture in which individual differences are recognised and valued.
- encourage fairness, transparency, and consistency in all dealings with staff, volunteers, contractors, board members, and the wider public.
- uphold **SP2cic** reputation as an organisation that operates ethically and inclusively in line with the Fair Work First principles and the Public Sector Equality Duty (2011) where relevant.

EQUALITY, DIVERSITY, and INCLUSION

SP2cic is committed to encouraging equality, diversity and inclusion among our volunteers and contractors, and eliminating unlawful discrimination. **SP2cic** does this by monitoring:

- the make-up of volunteers and contractors.
- the make up of the board, regarding such as age, sex, ethnic background, sexual orientation, religion or belief, and disability.
- the currency of respect, and the extent to which we are encouraging equality, diversity and inclusion-
- whether in providing our goods and services, we check if there is any unlawful discrimination toward others. The purpose of this is to ensure that our stated organisational mission, aims, and objectives all align, including being vigilant about other organisations with which we may work, or consider being supplied by.
- how this may be played out in the world through unfair:
 - pay and benefits.
 - terms and conditions of employment such as
 - unequal dealing with grievances, discipline and dismissal
 - redundancy
 - arrangements for parental leave
 - refusal of requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

DISCIPLINARY POLICY

SP2cic takes action to resolve problems where appropriate. Whether formal action involving an outside agency, or with an individual within **SP2cic**, information as to the nature of the complaint against them will be given, and they will be directed to the **SP2cic** Human Resources Policy and/or the **SP2cic** Safeguarding Policy, and procedures therein.

IMPLEMENTATION

SP2cic integrates equal opportunities into every aspect of its work:

- Recruitment and Selection: Opportunities are open to all applicants based on merit, ability, and suitability. Job and role descriptions are written to avoid bias, and recruitment decisions are made objectively.

- Training and Development: Access to learning, mentoring, and professional development is encouraged for everyone involved with the organisation.
- Pay and Conditions: Pay rates and fees are fair, transparent, and benchmarked against industry standards.
- Working Practices: **SP2cic** promotes flexible and family-friendly working arrangements wherever possible to support wellbeing and participation.
- Partnerships and Delivery: Equality, diversity, and inclusion principles are reflected in our collaborations, outreach work, and public events.

SCOPE

This policy applies to all individuals associated with **SP2cic**, including:

- Employees and self-employed contractors working on a project-by-project basis.
- Volunteers and community participants working under a volunteer agreement.
- Board members and representatives of the organisation in any capacity.

It also applies to all areas of activity, including recruitment, contracting, volunteering, training, project delivery, partnership working, decision-making processes, and the interactions we may have with the general public.

RESPONSIBILITIES

The responsibility for all aspects of Equal Opportunities rests with:

- the Board of Directors, which has ultimate responsibility for ensuring compliance with this policy and all policies, and for reviewing its effectiveness.
- project Leads and Managers, who are responsible for ensuring equality of opportunity in their teams, and for challenging discriminatory behaviour.
- all Staff, Contractors, and Volunteers: Everyone working with **SP2cic** is expected to uphold this policy and contribute to a culture of respect and inclusion.
- those responsible for recruitment and induction training, and who are charged with ensuring that all individuals understand their rights and responsibilities under this policy.

MONITORING AND REVIEW

SP2cic

- regularly monitors the composition of staff, volunteers, and board members to assess progress towards equality and diversity goals.
- uses anonymised monitoring data to identify trends and inform future action.
- reviews this policy annually, or sooner if required by legislative or organisational changes.
- gathers feedback every 4-6 months from those who work with or represent **SP2cic** so as to improve our practice and culture.

BREACHES OF POLICY

- **SP2cic** takes any complaints of bullying, harassment, victimisation, or discrimination seriously by opening a written thread of communication
- Allegations will be investigated promptly, fairly, and confidentially, beginning at staff level and upwards to include the Board as necessary.
- Where necessary, appropriate action will be taken in line with **SP2cic**'s disciplinary processes as outlined both here, and more fully in our Human Resources policy.
- In cases involving criminal behaviour, such as sexual harassment or assault, **SP2cic** will inform and cooperate with relevant authorities.

SUMMARY

SP2cic knows from experience that an inclusive environment benefits everyone. By treating people with fairness, dignity, and respect, and by embedding equality and diversity into our everyday practice, we ensure that our organisation reflects the values we uphold in our work and in the communities we serve.