



## Equal Opportunities Policy

### Purpose

To promote equality, diversity, and inclusion in all aspects of Everyday English Ltd's work, ensuring that no individual is unfairly discriminated against.

### Policy Statement

Everyday English Ltd exists to provide speakers of English as a second language with access to high-quality educational and cultural support services which are non-discriminatory, non-judgemental, and empowering. We recognise that the United Kingdom is diverse in race, culture, beliefs, and religion, and we are committed to ensuring that no person or group experiences oppression or lack of opportunity based on:

- Gender
- Marital or civil partnership status
- Religion or belief
- Race, ethnicity, or culture
- Disability (including mental health conditions)
- HIV/AIDS status
- Sexual orientation or gender identity
- Age
- Socio-economic background or class
- Drug or alcohol dependency
- Employment status
- Geographical location

We will take positive action in employment, volunteering, service provision, representation, and governance to ensure equal opportunity for all.

### Legal Framework

- Equality Act 2010
- Human Rights Act 1998
- Employment Rights Act 1996

### We will:

- Promote awareness of exclusion and discrimination among staff, volunteers, and service users.
- Work in partnership with other organisations to promote equal opportunities and challenge discriminatory practices, legislation, or institutions.
- Ensure our services are accessible and responsive to the needs of all equality groups.
- Make reasonable adjustments to enable disabled staff, volunteers, and service users to participate fully.
- Provide training on equality and diversity to all staff and volunteers.



## Equal Opportunities Policy

### Representation on the Management Committee

Everyday English Ltd recognises that a diverse board is vital for informed decision-making. We will:

- Review the composition of the Management Committee to ensure it reflects the diversity of the communities we serve.
- Provide induction training for new members, tailored to their needs.
- Take steps to remove barriers to participation, such as providing translation, interpreters, accessible meeting venues, and flexible meeting times.
- Prioritise agenda items that address equality issues.

### Employees and Volunteers

- All recruitment, selection, and retention will follow our Recruitment and Selection Policy to ensure fairness and transparency.
- All staff and volunteers will be required to uphold this policy in their work and when representing the organisation.
- Breaches of this policy by employees will be addressed through the Disciplinary Procedure and may be considered gross misconduct.
- Breaches by volunteers will result in termination of their involvement with the organisation.

### Reasonable Adjustments & Disability Leave

- We will support disabled employees through reasonable adjustments, liaising with Access to Work as required.
- Where treatment is needed, we will agree time off (disability leave) where possible, noting that appointments should ideally be outside working hours but recognising that this is not always feasible.
- Individual emergency evacuation plans will be created for any staff or volunteers with mobility impairments or who are pregnant.

### Breach of Policy

Any breach of this policy will be taken seriously and may lead to disciplinary action or removal from the Management Committee, staff, or volunteer roles. Failure to follow IT security procedures may result in disciplinary action and, where appropriate, legal action.

### Review

This policy will be reviewed annually by the Board of Directors.

Signed:

Chair, Board of Directors

Date: 30 September 2025