

EQUALITY, DIVERSITY & INCLUSION POLICY

VERSION: 1



Version	By Author	Reason	Reviewed/ Modified	Date Ratified
1	CC/TS	Updated and renamed to be more reflective of sector needs. This Policy supersedes the Equal Opportunity Policy	January 2023	27/02/2023

This policy applies to all members of the Make Some Noise team including Trustees, staff, volunteers, freelance workers, the carer of a beneficiary / or a beneficiary of Make Some Noise services.

Policy Aim

To make public Make Some Noise’s commitment to eliminating unlawful discrimination and promoting equity, diversity, and inclusivity of opportunity in all that we do. The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a substantive or fixed-term contract, and to associated persons such as trustees, associates, consultants, contractors, and others employed under a contract of service, with the same attention, courtesy, and consideration. Everyone has personal responsibility for the application of this policy.

Make Some Noise is committed to developing an organisation that is free from all forms of unlawful or unjustifiable discrimination. “The Equality Act 2010 brings together, harmonises and in some respects extends existing equality law. It aims to make the law more consistent, clearer and easier to follow in order to make society fairer.”

As an employer, we are committed to reflecting the diverse lived experiences of the communities in which we work and the beneficiaries we protect.

We aim to address societal and cultural imbalances in our workplace to deliver fair and equitable outcomes for our people. We strive to create a culture of inclusion and belonging and take top-to-bottom accountability for progress against our MSN aims.

This policy applies to all conduct in the workplace and also to work-related conduct outside of the workplace (e.g. at meetings, events and social interactions with colleagues) or which may impact on MSN’s reputation (e.g. the expression of views on social media). The policy applies when working in-person or remotely.

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Monitoring, reporting and review

The Chief Executive Officer will ensure that Make Some Noise monitors the effectiveness of all Make Some Noise policies. This Equity, Diversity, and Inclusion policy and procedures are subject to regular review according to the schedule agreed by the Board. Policy updates and comments' forms a standing item on the agenda of every general Board meeting.

It should be noted that this may consist of a statement that there is nothing to report; the information, which enables Trustees to meet their responsibilities is nevertheless essential.

The strategy needed to implement this policy will be devised and regularly reviewed by the Business Planning and Finance Sub Group and implemented by all staff, volunteers, and board members of the MSN.

Equity

Equity means treating people in ways that make sure they are not unfairly prevented from accessing resources and opportunities nor that others have an unfair advantage. Simply providing the same opportunities to everyone is not an effective way to create equality of outcomes. Equality of outcomes highlights rather than giving everyone the same thing, it is about giving people what they need for fair access. This is about removing inequalities to make sure everyone has the chance to realise their ambitions. For this reason, equity is Make Some Noise's preferred definition, and we use this approach in our work.

Equality

Equality means ensuring every individual has equal opportunities. By being conscious of and actively challenging bias or prejudice we make sure no-one is treated less favourably because of who they are or what makes them different from other people. This requires a proactive approach to make reasonable adjustments that address the visible and invisible barriers people face.

Diversity

Diversity means having differences within an organisation or setting. Diversity recognises we are all different in many ways. People with differing identities, backgrounds and experiences should all have equitable access to resources and decision-making. Some people prefer to use the term 'representation' to focus on how organisations should be reflective of the society we live in and the communities we serve.

Anti-discrimination and equal opportunities will be considered in line with the Equality Act 2010 (The Act):

The Act protects people who have a "protected characteristic". Including but not restricted to the following characteristics:

- **Disability** (a person no longer is required to prove that their mental or physical disability affects a particular capacity, i.e. speech)
- **Gender** (any person who is proposing to undergo, undergoing, or who has undergone gender reassignment)

- **Pregnancy, Maternity, Adoption, Parenthood, Young mothers (under 19)** (starting from the time the pregnancy begins until 26 weeks after birth, and includes the protection of breast-feeding mothers)
- **Ethnicity** (including ethnic or national origins, colour nationality, culture and language)
- **Religion or Belief (including lack of belief)**
- **LGBTQ+**
- **Age**
- **Marital Status and Civil Partnership status**
- **Equal Pay**
- **Fixed Term Contracts and Part-time workers**
- **Rehabilitation of Offenders.**

MSN believes that this policy will also positively impact those who identify as:

- **Visible Minority Ethnic (see Appendix 1 Glossary of terms & abbreviations)**
- **Of a low socio-economic standing**
- **Having mental health issues**
- **Neurodiverse**
- **Learning Disabilities & Difficulties**
- **Non binary**
- **Economic/Living in Poverty**
- **Bereaved Families**
- **Military Families**
- **Home Schooled/Excluded from School**
- **Young Carers**
- **Refugees & Asylum Seekers**
- **Rural & Isolated Communities**
- **Children in Care**
- **Family in Prison**
- **Behaviours that challenge**
- **Eastern European and Nepalese**

Inclusion

Inclusion means being proactive to make sure people of different backgrounds, experiences and identities feel welcomed, respected and fully able to participate. It is not only about creating a diverse environment but also about ensuring a culture exists where individuals can be their full selves.

Intersectionality

We all have overlapping identities including – but not limited to – disability, gender, race, religion or belief, sex, class, and sexual orientation. Taking an ‘intersectional’ approach to equity, diversity and inclusion requires us to understand that these multiple forms of discrimination are experienced simultaneously, in different ways by people of different backgrounds.

Gender Pronouns

Many places give space for society to share their pronouns verbally, and in legal records and other documents. We are trying to initiate a similar practice here at Make Some Noise. Make Some Noise is a diverse charity, so there are many opportunities to inadvertently use the wrong pronoun. Using the wrong pronoun can make a person feel uncomfortable and possibly invalidated or alienated. Make Some Noise will encourage pronoun conversation during delivery and training and the pronouns in our signature lines are meant to raise awareness of gender identities and help others feel comfortable sharing their pronouns. It is important that we make efforts to show respect to each other; this is one way to do so. There is further guidance in Appendix 2.

Modern slavery statement

Make Some Noise has a zero-tolerance approach to modern slavery. That includes forced or trafficked labour of adults and children.

We're committed to:

- Acting ethically in everything we do
- Keeping our business and supply chains free of modern slavery
- Being transparent, both in our business and our approach to modern slavery.

We expect these same high standards from anyone we work with.

Discrimination

We are committed to addressing issues of discrimination in relation to the mental wellbeing, political belief, gender and gender identity, sexual preference or orientation, disability, marital or partnership status, race, nationality, ethnic origin, heritage identity, religious or spiritual identity, age or socio-economic class of individuals and groups within Make Some Noise.

The Act specifically protects against:

Direct Discrimination

When a person is treated less favourably than another person because they possess one or more of the protected characteristics.

Discrimination by Association

When a person is treated less favourably because they are linked or associated with a person who has a protected characteristic.

Discrimination by Perception

When a person is treated less favourably because they are wrongly thought to have a particular protected characteristic or are treated as though they do.

Indirect Discrimination

When a person is disadvantaged because they are unable to adhere to an organisations' policy, rule or practice because they have a particular protected characteristic. Indirect

discrimination can be justified if it can be shown that the rule, policy or practice is intended to meet a legitimate objective in a fair, balanced and reasonable way

Discrimination Arising from Disability

When a person is treated less favourably because of something connected with their disability and this discrimination cannot be justified (e.g. excluding persons from certain premises because of equipment/services they require to aid them with a disability, such a wheelchair or Guide dog).

Harassment

Make Some Noise also have a duty to protect trustees, members of staff, volunteers, freelance workers and clients, who have a protected characteristic, from harassment.

Harassment is unwanted behaviour related to a protected characteristic that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. All staff should understand 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 employees, customers, suppliers and the public.

Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, clients, donors, supporters, suppliers, visitors, the public, and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Details of the organisation's grievance and disciplinary policies and procedures can be found in all the induction paperwork and the policy portfolio.

Victimisation

Trustees, members of staff, volunteers, and freelance workers will also be protected against potential victimisation if they have made or supported a complaint about discrimination or harassment, or because they support someone else who is making a discrimination claim.

Make Some Noise will take any breach of this Policy extremely seriously. Any breach could lead to disciplinary action, including dismissal, being taken against the employee concerned. It could also lead to legal action being taken against Make Some Noise and/or against the employee.

Monitoring Recruitment

Make Some Noise will monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the

equality policy. This will be done through the use of an Equal Opportunities Monitoring Form.

- Make decisions concerning staff based on objective criteria (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act 2010 and later amendments)
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, and disability in encouraging diversity, equity, and inclusion. This includes assessing how the diversity, equity, and inclusion policy, and any supporting strategies and action plans, are working in practice and considering and taking action to address any issues
- Review and update employment practices and procedures when necessary to ensure fairness and compliance with the law.

Making a Complaint

If anyone is concerned that a breach of this policy may be occurring or has a complaint that they have been the victim of a breach, they should immediately report this to the Chief Executive Officer. If there is reason to believe that the Chief Executive Officer is acting in breach of the policy, they should immediately report this to the Chair.

RELEVANT LEGISLATION

- Equality Act 2010

FORMS REFERRED TO IN THIS POLICY

- Equal Opportunity Monitoring Form

LINKED POLICIES

- Safeguarding Policy
- Data Protection Policy

FURTHER INFORMATION

- <https://www.equalityhumanrights.com/en>
- <https://www.eoc.org.uk/>
- [Everyone's welcome – Gender Identity Guide \(actionforchildren.org.uk\)](http://actionforchildren.org.uk)

APPENDIX 1

Glossary of terms & abbreviations

- VME (Visible Minority Ethnic) – the sum of people who self-define their ethnicity as other than White British. Includes the Asian, Black, Other and Mixed categories only
- LGBTQ+ – including, but not limited to, individuals who self-define as Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, Ally, Pansexual, Agender, Gender Queer, Bigender, Gender Variant, Pangender
- Neurodiversity – the range of differences in individual brain function and behavioural traits regarded as part of normal variation in the human population. Neurodiversity is the idea that neurological variations are known and valued as any other human variation. These variations can include but are not limited to: Developmental Coordination Disorder (DCD or dyspraxia), Dyslexia, Attention Deficit Hyperactivity Disorder (ADHD), Dyscalculia, Autistic Spectrum Condition (ASC), Tourette Syndrome (TS), Pathological Demand Avoidance (PDA), Oppositional Defiance Disorder (ODD) and others.

Ally

A (typically) straight and/or cis person who supports members of the LGBT+ community.

Ace

Ace is an umbrella term used to describe a variation in levels of romantic and/or sexual attraction, including a lack of attraction. Ace people may describe themselves using one or more of a wide variety of terms, including, but not limited to, asexual, aromantic, demis and grey-As.

Bi

Bi is an umbrella term used to describe a romantic and/or sexual orientation towards more than one gender. Bi people may describe themselves using one or more of a wide variety of terms, including, but not limited to, bisexual, pan, queer, and other non-monosexual identities.

Biphobia

The fear or dislike of someone who identifies as bi based on prejudice or negative attitudes, beliefs or views about bi people. Biphobic bullying may be targeted at people who are, or who are perceived to be, bi.

Cisgender or Cis

Someone whose gender identity is the same as the sex they were registered at birth. Non-trans is also used by some people.

Coming out

When a person first tells someone/others about their identity as lesbian, gay, bi or trans.

Deadnaming

Calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition.

Gay

Refers to a man who has a romantic and/or sexual orientation towards men. Also a generic term for lesbian and gay sexuality – some women define themselves as gay rather than lesbian.

Gender

Gender refers to the socially constructed characteristics of women and men – such as the norms, roles and relationships that exist between them. It is important to recognise identities that do not fit into the binary male or female sex categories. Gender expectations vary between cultures and can change over time.

Gender dysphoria

A term that describes a sense of unease that a person may have because of a mismatch between their biological sex and their gender identity. This sense of unease or dissatisfaction may be so intense it can lead to depression and anxiety and have a harmful impact on daily life.

Gender expression

How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who does not conform to societal expectations of gender may not, however, identify as trans.

Gender identity

A person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex registered at birth.

Gender reassignment

Another way of describing a person's transition. To undergo gender reassignment usually means some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender. Gender reassignment is a characteristic that's protected by the Equality Act 2010, and it's further interpreted in the Equality Act 2010 approved code of practice. It's a term of much contention and one that Stonewall's Trans Advisory Group feels should be reviewed.

Gender Recognition Certificate (GRC)

This enables trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply. You do not need a GRC to change your gender markers at work or to legally change your gender on other documents such as your passport.

Gillick competence

A term used in medical law to decide whether a child (under 16) is able to consent to their own medical treatment, without the need for parental permission or knowledge

Heterosexual (straight)

Refers to a man who has a romantic and/or sexual orientation towards women or to a woman who has a romantic and/or sexual orientation towards men.

Homosexual

This might be considered a more medical term used to describe someone who has a romantic and/or sexual orientation towards someone of the same gender. The term 'gay' is now more generally used.

Homophobia

The fear or dislike of someone, based on prejudice or negative attitudes, beliefs or views about lesbian, gay or bi people. Homophobic bullying may be targeted at people who are, or who are perceived to be, lesbian, gay or bi.

Intersex

A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary. Stonewall works with intersex groups to give its partners and stakeholders information about areas of disadvantage experienced by intersex people. But it does not, after discussions with members of the intersex community, include intersex issues as part of its current remit at this stage.

LGBT+

The acronym for lesbian, gay, bi and trans.

Lesbian

Refers to a woman who has a romantic and/or sexual orientation towards women.

Neurodiverse

A concept where neurological differences are recognised and respected in the same way as any other human difference.

Non-binary

An umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

Outed

When a lesbian, gay, bi or trans person's sexual orientation or gender identity is disclosed to someone else without their consent.

Person with a trans history

Someone who identifies as male or female or a man or woman but was registered the opposite sex at birth. This is increasingly used by people to acknowledge a trans past.

Pan

Refers to a person who's romantic and/or sexual attraction towards others is not limited by sex or gender.

Passing

In the context of gender, passing refers to a **person's ability to be regarded at a glance to be either a cisgender man or a cisgender woman**. Typically, passing involves a mixture of physical gender cues (for example, hair style or clothing) as well as certain behavioural attributes that tend to be culturally associated with a particular gender.

Pronoun

Words we use to refer to people's gender in conversation – for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their and ze/zir. The ze/zir pronoun sets come from the trans community as another gender-neutral pronoun set. It's up to each individual to decide which pronoun best fits them and their identities. Ze is typically pronounced like the letter Z.

Queer

Queer is a term used by those wanting to reject specific labels of romantic orientation, sexual orientation and/or gender identity. It can also be a way of rejecting the perceived norms of the LGBT+ community (racism, sizeism, ableism, etc). Although some LGBT+ people view the word as a slur, it was reclaimed in the late 1980s by the queer community.

Questioning

The process of exploring your own sexual orientation and/or gender identity.

Sex

Referring to the biological aspects of an individual as determined by their anatomy, which is produced by their chromosomes, hormones and their interactions.

Sexual orientation

A person's romantic and/or sexual attraction to another person.

Trans

An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were registered at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, genderqueer (GQ), gender-fluid, nonbinary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois

Transgender man

A term used to describe someone who is registered female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male.

Transgender woman

A term used to describe someone who is registered male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.

Transitioning

The steps a trans person may take to live in the gender with which they identify. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.

Transphobia

The fear or dislike of someone based on the fact they are trans.

Transsexual

This was used in the past as a more medical term (similarly to homosexual) to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were registered at birth. This term is still used by some although many people prefer the term trans or transgender.

APPENDIX 2

Gender Pronouns

What is a gender pronoun?

In English, gender pronouns are gender identifiers for the third-person singular. In the past, gender pronouns were separated into masculine (he/him/his) and feminine (she/her/hers). This separation of masculine and feminine is called gender binary and only recognizes men and women. Many people identify outside of the gender binary. Gender-neutral pronouns such as they/them or xe/xer/xers allow individuals to use pronouns they feel fit with their identities.

Why do pronouns matter?

Pronouns, like personal names, are connected to a person's identity. Just as we can show respect by calling others by their correct name(s), we can show respect by using the correct pronouns. Using the wrong pronoun can make a person feel uncomfortable and possibly invalidated or alienated.

A person's name or physical appearance do not necessarily indicate their gender so we should not make gender assumptions based on these. Names are often culturally linked and many names are used for different genders; not every name is specifically male or female. It can be challenging to determine a person's gender from their name alone. And some people do not identify with a binary gender.

At Make Some Noise, like many other places, there are people from a variety of backgrounds and locations. Using correct pronouns can help to create a respectful and inclusive community.

How do I talk to others about pronouns?

We interact with many people every day, and not all may agree with our choice to share pronouns.

- Make Some Noise will add pronouns to the email signature line
- Make Some Noise supports the workforce to share pronouns with children and young people. Ask them politely if they would like to share theirs (if they prefer not to share their pronouns, simply refer to them by their name).

Below is suggested language that can be used for specific situations where the topic may come up in conversation.

Comment: I don't agree with you sharing your pronouns. It just isn't necessary.

Potential response: I understand where you are coming from, but to us pronoun visibility really is necessary. Many people have a name and gender that correspond with traditional pronoun usage; however, this is not the case for all. Referring to someone by the wrong pronoun, may make them feel disrespected. Rather than just asking those individuals to share their pronouns, we can be inclusive and all embrace this practice. It removes any ambiguity and the potential to hurt. This is why it is important to Make Some Noise.

Comment: I've noticed that you are including pronouns in your signature line. Why is that?
Potential response: Thanks for noticing the pronouns in my signature line! Many places give space for community members to share their pronouns verbally, and in legal records and other documents. We are trying to initiate a similar practice here at Make Some Noise. The pronouns in our signature lines are meant to raise awareness of gender identities. Sharing my pronouns can help others feel comfortable sharing their pronouns as well. Make Some Noise is a diverse charity, so there are many opportunities to inadvertently use the wrong pronoun. It is important that we make efforts to show respect to each other; this is one way to do so.

How else can you encourage conversation about gender pronouns - while also helping to infuse pronoun sharing into Make Some Noise's culture?

Example: "I'm excited to meet you all! So that I can be sure to refer to you correctly, I would love to learn both the name that you go by and, if you are comfortable sharing, the pronouns you use. For example, you can call me Mrs. Jones or Claire, and my pronouns are she / her / hers."

What if I don't want to share my gender pronouns with others?

There are many reasons why people may choose not to share their gender pronouns. They do not identify with any of the current pronouns in use sharing their pronouns is an unnecessary act for them to perform they are uncomfortable revealing their gender pronouns in a specific context fear of repercussions.

Whatever the reasoning behind the choice not to identify your gender pronouns, the point is that you have the choice. The goal is to provide people with the opportunity to share their gender pronouns if they choose.

Pronoun List

Below is a table of both gendered and gender-neutral pronouns, along with their pronunciations. It is important to note, though, that some people do not subscribe to any pronoun and may like to be referred to by name only.

This is also not an exhaustive list.

Subject	Object	Possessive	Pronunciation
She	Her	Hers	shee, hur, hurs
He	Him	His	hee, him, hiz
They*	Them*	Theirs*	thei, them, thehrz
Xe	Xem	Xyrs	zee, zem, zeres
Ze	Hir	Hirs	zee, here, heres

Subject	Object	Possessive	Pronunciation
Ze	Zir	Zirs	zee, zere, zeres
E	Em	Eirs	ay, em, airs

* Though they / them / theirs are traditionally plural, these pronouns can be used as singular in this context. Example: Xander scored well on their final paper; they received an A.