

For Everyone

Equity, Diversity & Inclusion (ED&I) Policy

For Our Customers & Stakeholders



Easy read version

Purpose



Gyrfa Cymru
Careers Wales

We use Equity, Diversity and Inclusion (ED&I) in everything we do.



Equity, Diversity and Inclusion means:

- making sure we are fair to everyone.
- We include everyone across Wales .
- Everyone is part of what we do .



We value people from all backgrounds and experiences.

Equity, Diversity & Inclusion Statement

There are rules about being fair and equal.



- Brighter Futures document
- Equality act 2010 (Wales) Regulations.
- Well-being of Future Generations (Wales) Act 2015.



Being fair for everyone makes us better for the people we work with.



It is part of everyone's job to make sure we are being fair to everyone.



We will keep working with our staff and people we work with to make sure we can work with all communities in Wales. We will do our best to make sure nothing we do stops us working with everyone.

Scope who is this policy for



This policy shows what we want when working with each other and the public.



We need to listen, value, support and respect each other.



We have written

Strategic Equality Plan (SEP).

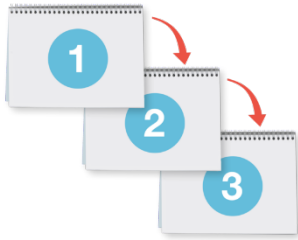
This tells you more about how we will make things fairer.

Equity, Diversity & Inclusion at Careers Wales



Equity

We can have a fair service by being fair to everyone, helping people overcome things and stopping people being treated badly for who they are.



Diversity

Making sure everyone is included and respected. This makes people feel valued.



Inclusion

Making sure no one feels uncomfortable and everyone is heard.

Careers Wales's Commitment



We support customers to make decisions on education, training and work.

Careers Wales will:



- Make sure ED&I is part of what we do everyday.
- Make sure everyone feels included and valued.
- Make services and employment accessible for everyone.
- Make sure disrespectful behaviour is not tolerated.



- Give staff the knowledge and skills to promote and understand ED&I.



- Listen to customers and change what needs to be better.



The equality Act tells us who needs more support to be treated fairly:



- Age
- Disability
- Gender reassignment
- Marriage & Civil Partnership
- Pregnancy & Maternity
- Race
- Religion
- Gender
- Sexual orientation



Careers Wales's commitment to ED&I includes everyone.

What our staff will do



It is important for everyone to have responsibility for equity, diversity & inclusion in Careers Wales.



This means working with others to make sure there is ED&I for everyone.



Employees should:

- Make sure what they do at work does not offend anyone.
- Change behaviour that is inappropriate.
- Support other staff that are being treated unfairly.
- Speak out about unacceptable behaviour they see or experience.
- have ED&I training.



What our Board of Directors will do



it is part of the directors job to make sure Equity Diversity and Inclusion is part of what we do.



All Board members will:

- Guide Careers Wales on ED&I.
- Look at agree the most important plans.

Director with Lead Responsibility for Equity, Diversity and Inclusion



We have a director who is responsible for Equity Diversity and Inclusion.



The Director will:

- Make sure Careers Wales does everything the law tells us to do.
- Talk to Careers Wales Board of Directors and Welsh Government about things that could be better.



- Look at any anything people tell us we are doing wrong.

Equity, Diversity & Inclusion Committee's Responsibility



Careers Wales has a group to make sure we are being fair to everyone.



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This group is called Equity, Diversity & Inclusion Committee.

Staff from all parts of Careers Wales will be in the group.

The Committee will:



- Look at our Strategic Equality Plan.
- Review this policy.
- Make sure we are doing the Equity Diversity and Inclusion promises in our Self Evaluation Report.

What our managers will do



It is a manager's job to make sure everyone at work is treated fairly.

Managers will:

- Be fair in all parts of their work.
- Be role models.
- Act quickly if offensive behaviour is seen.
- Make sure employees feel safe to report anything bad that is happening.



What the People Development Teams will do.



The People Development Teams will:

- Look at the Dignity & Respect at Work policy.
 - Give training and learning that makes us better.
 - Support employees on Equity Diversity and inclusion issues.
-

Laws that we must follow



Careers Wales need to follow the laws and rules that tell us how to be good employees. These are:

- Equality Act 2010.
- Well-being of Future Generations (Wales) Act 2015.

Learning from what we have done so far.



Careers Wales' feedback and complaints procedure means people can say if something isn't right.



Any complaint involving Equity Diversity and Inclusion will be investigated and reported to Welsh Government.



We will put 'Everyone - Equity, Diversity & Inclusion' and other information on our website.



Any checks into Equity Diversity and Inclusion that is not good enough will be shared with the ED&I committee and management team.



Careers Wales' checks to see if we are doing things well. This is called self-evaluation.

We will look at the good and bad things with services.