



# Equality, Diversity and Inclusion Policy

Autism Mentors Ltd – Neurodiversity Mentoring/Support Services

Location: Oxfordshire, UK

Effective Date: 1st September 2025

Next Review Date: September 2026

## Policy Statement

Autism Mentors Ltd is committed to encouraging equality, diversity, and inclusion (EDI) among our workforce, and to eliminating all forms of unlawful discrimination.

Our aim is for our workforce to be representative of the diverse communities we serve, and for every individual to feel respected, valued, and able to give their best.

In delivering services, Autism Mentors Ltd is equally committed to ensuring that no customer, client, or member of the public is subjected to discrimination, harassment, or victimisation.

## Purpose of this Policy

This policy's purpose is to:

1. Provide equality, fairness, and respect for all in our employment, whether temporary, part-time, freelance, or full-time.
2. Not unlawfully discriminate on the basis of the protected characteristics under the Equality Act 2010, which include:
  - 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
3. Oppose and prevent all forms of unlawful discrimination. This applies to:
- Pay and benefits
  - Terms and conditions of employment
  - Recruitment and promotion
  - Training and professional development
  - Leave, flexible working, or family-friendly requests
  - Discipline, grievance, redundancy, or dismissal decisions

## Our Commitments

Autism Mentors Ltd commits to:

1. Encouraging equality, diversity, and inclusion in the workplace as they are good practice, good for wellbeing, and make business sense.
2. Creating a working environment free from bullying, harassment, victimisation, and unlawful discrimination — promoting dignity, respect, and safety for all.
  - This includes training all staff on their rights and responsibilities under this policy.
  - All individuals must conduct themselves in a way that actively supports equal opportunities and prevents bullying, harassment, and discrimination.
  - Staff should understand that both they and Autism Mentors Ltd can be held personally liable for acts of discrimination or harassment carried out in the course of their role.
3. Taking complaints of bullying, harassment, victimisation, or discrimination seriously, whether they are raised by staff, clients, families, suppliers, or members of the public.
  - Such complaints will be handled under the organisation's grievance or disciplinary procedures.

- Serious complaints may amount to gross misconduct and could lead to dismissal without notice.
  - Sexual harassment is unlawful and may also be a criminal offence under the Sexual Offences Act 2003 or the Protection from Harassment Act 1997.
  - Under the Worker Protection (Amendment of Equality Act 2010) Act 2023, Autism Mentors Ltd has a duty to take reasonable steps to prevent sexual harassment in the workplace.
4. Ensuring training, development, and progression opportunities are open to all staff.
- Everyone will be supported to develop their full potential so their talents and resources can be fully utilised.
5. Making all employment and progression decisions based on merit, competence, and organisational need (except where limited exemptions under the Equality Act apply).
6. Reviewing practices, procedures, and this policy regularly to ensure they remain fair, inclusive, and legally compliant.
7. Monitoring workforce diversity — considering factors such as age, sex, ethnicity, disability, sexual orientation, and religion or belief — in order to measure progress, identify barriers, and take action to improve representation.
- Monitoring will also include assessing how this policy and any related action plan are working in practice, reviewing them annually, and taking appropriate action on findings.

## Agreement to Follow this Policy

This Equality, Diversity, and Inclusion Policy is fully supported by the Directors of Autism Mentors Ltd.

All staff, associates, and volunteers are expected to read, understand, and comply with it as part of their contractual and safeguarding responsibilities.

## Policy Approval

Signed:



Name: Michelle Wray [Director / Safeguarding Lead]

Date: 1/9/25