Equality Diversity and Inclusion Policy

United African Association

Registered Charity CIO 1192725
Unit F5B Barratt House Kingsthorpe Road Northampton NN2 6EZ
www.uaassociation.org

Policy owner	Board of Trustees
Version	1.0
Approval status	Approved by the Chair
Approval date	October 2026
Next review	October 2027
Applies to	Trustees staff volunteers contractors and relevant partners

Purpose

This policy explains how UAA prevents unlawful discrimination and makes its governance, employment, volunteering and services accessible, fair and culturally responsive.

Scope

This policy applies wherever UAA works, including Barratt House, Leicester Street Community Centre, partner venues, the foodbank and food larder, community meals, welcoming spaces, youth activities, football, swimming, wellbeing sessions, allotment work, trips, outreach, home or hospital visits, online sessions, social media and transport arranged by UAA.

Legal and good practice framework

- Equality Act 2010
- Human Rights Act 1998
- Public sector equality duties where they apply through commissioned work

Responsibilities

Role	Responsibility
Board of Trustees	Approves the policy, receives assurance, provides resources and remains accountable.
Chief Executive or delegated manager	Implements the policy, allocates competent leads and escalates significant matters.
Policy lead	Maintains procedures, records, training and contact details and reports themes to trustees.
Staff volunteers and contractors	Follow the policy, attend required training and report concerns promptly.

Protected characteristics and wider inclusion

UAA does not unlawfully discriminate because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. UAA also addresses barriers linked to language, immigration status, poverty, caring responsibilities and digital exclusion where this supports its charitable purposes.

Inclusive services

- Make reasonable adjustments for disabled people.
- Use accessible formats, interpreters or translated information where proportionate.
- Respect faith, culture, dietary needs and privacy without accepting harmful or discriminatory conduct.
- Use lawful, evidence-based eligibility criteria for targeted services.
- Consult people who use services and examine who is excluded or underrepresented.

Employment and volunteering

Recruitment, induction, development and conduct decisions use relevant criteria and documented reasons. Harassment, victimisation and retaliation are prohibited. Positive action is considered only within the law.

Reporting and response

Concerns may be reported to a manager, trustee, safeguarding lead or through the complaints or whistleblowing route. UAA will protect confidentiality as far as possible, make reasonable adjustments during the process and act against victimisation.

Monitoring

UAA uses proportionate, voluntary monitoring information to identify access or outcome gaps. Data is anonymised where possible and used in line with the Data Protection and GDPR Policy.

Records and confidentiality

UAA will keep proportionate, accurate and secure records. Access is limited to people who need the information for their role. Records are retained and disposed of in line with the Data Protection and GDPR Policy and any legal, insurance or funding requirement.

Training and communication

The policy lead will include this policy in induction and arrange refresher or role-specific training where the level of risk requires it. Current procedures and reporting routes will be accessible to staff and volunteers.

Monitoring and review

The policy lead will monitor incidents, complaints, near misses, audit findings and feedback. The Board will review this policy at least annually and sooner after a serious incident, material legal or operational change, significant complaint or identified control failure.

Related UAA policies

- Code of Conduct Policy
- Sexual Harassment Policy
- Complaints Policy
- Whistleblowing Policy
- Safer Recruitment and Ex Offenders Policy

Approval

Approved by the Chair



Raymond
Chair of UAA
Approval date: October 2026
Next review date: October 2027