

July 2026

Equality, Diversity & Inclusion Policy

Version 1.0



Careers Springboard Gerrards Cross

REGISTERED CHARITY NUMBER: 1028040

Equality, Diversity & Inclusion Policy

Adopted: July 2026 | Review Date: July 2027 | Approved by the Trustee Board

Policy Owner	Trustee Board
Applies To	Members, volunteers, trustees, donors, and partners
Legal Basis	Equality Act 2010

1. Statement of Commitment

Careers Springboard Gerrards Cross is committed to promoting equality, diversity and inclusion in everything we do. We believe that everyone, regardless of their background, deserves access to the support they need to find work. We strive to make our services welcoming, accessible and free from discrimination.

2. Legal Framework

This policy is guided by the Equality Act 2010, which protects individuals from discrimination based on the following nine protected characteristics:

Age	Disability
Gender reassignment	Marriage and civil partnership
Pregnancy and maternity	Race
Religion or belief	Sex
Sexual orientation	

3. Our Commitments to Members

- We will not discriminate against any member on the basis of any protected characteristic.
- We provide all services virtually, removing geographic and mobility barriers.
- We will make reasonable adjustments where a member has additional needs or a disability.
- Our documents and communications will be inclusive and free from discriminatory language.
- We will treat every member with dignity, respect and sensitivity to their personal circumstances.

4. Our Commitments to Volunteers & Trustees

- We will recruit volunteers and trustees on the basis of merit and the skills they bring.
- We will actively seek to diversify our volunteer and trustee team over time.

- All volunteers and trustees are expected to uphold this policy in their interactions with others.
- We will not tolerate discriminatory behaviour, language, or conduct by anyone acting on behalf of the charity.

5. Accessibility

All our services are delivered virtually via video conferencing and email, making them accessible to people across the UK regardless of location or mobility. We will endeavour to accommodate other accessibility requirements on request.

6. Reporting a Concern

Any member, volunteer, or trustee who believes they have experienced or witnessed discrimination should report this in writing to: info@careersspringboard.org.uk

All reports will be treated seriously, sensitively, and in confidence. Reports will be handled in accordance with our Complaints Handling Policy.

7. Monitoring & Review

The trustee board will monitor the diversity of volunteers and trustees, review any complaints received under this policy, and consider whether any improvements to our practice are needed. This policy will be reviewed annually.