



Equality, diversity, and inclusion policy

Tahoe Youth and Family Services is dedicated to promoting equality, diversity, and inclusion in our workplace while eliminating any form of unlawful discrimination. Our goal is to ensure that our team members truly represent all sectors of society and our clients and that each employee feels valued and capable of performing at their best. Additionally, Tahoe Youth and Family Services is committed to preventing any form of unlawful discrimination towards clients or the general public while providing goods, services, or facilities.

Our policy's purpose:

This policy's purpose is to:

1. Our employment policies ensure that all employees are treated equally and with respect, regardless of their position.
2. Do not unlawfully discriminate based on the protected characteristics outlined in the Equality Act 2010.
 - 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 avoid all forms of unlawful discrimination. This includes in:
 - Pay and benefits.
 - Terms and conditions of employment.
 - Dealing with grievances and discipline.
 - Dismissal.
 - Redundancy.
 - Leave for parents.
 - Requests for flexible working.
 - Selection for employment, promotion, training, or other developmental opportunities.



Our commitments:

Tahoe Youth and Family Services commits to:

1. Encouraging equality, diversity, and inclusion in the workplace is not only the right thing to do but also a smart business practice.
2. Create a working environment free of bullying, harassment, and victimization and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognized and valued.

As part of our commitment to equality, diversity, and inclusion, we provide training to managers and all employees to educate them about their rights and responsibilities under the policy. This includes the obligation for staff to conduct themselves in a manner that promotes equal employment opportunities and prevents bullying, harassment, victimization, and any form of unlawful discrimination.

It is important that all staff members understand that they, as well as their employer, can be held responsible for any acts of bullying, harassment, victimization, or unlawful discrimination that occur during the course of their employment, whether it is against fellow employees, clients, suppliers, or members of the public.

3. Take seriously complaints of bullying, harassment, victimization and unlawful discrimination by fellow employees, clients, suppliers, visitors, the public and any others during the organization's work activities.

Such acts will be dealt with as misconduct under the organization's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offense.



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4. Maximize staff efficiency by providing training, development, and growth opportunities to all employees and encouraging them to reach their full potential.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.
7. It is important to monitor the workforce's diversity, including factors such as age, gender, ethnic background, sexual orientation, religion or belief, and disability. This will help promote equality, diversity, and inclusion and ensure that the organization meets its commitments as outlined in its equality, diversity, and inclusion policy.

As part of our monitoring process, we will assess the effectiveness of our equality, diversity, and inclusion policy, including any supporting action plan, by conducting an annual review and taking appropriate action to address any identified areas of improvement.

Agreement to follow this policy:

The policy on equality, diversity, and inclusion has received full support from senior management and has been unanimously agreed upon by all employees at TYFS.

Our disciplinary and grievance procedures:

The Employee Handbook comprehensively outlines the organization's grievance and disciplinary policies and procedures. It is recommended that employees raise any grievances with their direct supervisor.