

Equality, Diversity, and Inclusion (E, D, and I) Strategy

Vision

Read Easy UK will foster a diverse and inclusive community of Readers, volunteers, and employees, where everyone feels valued and respected, where people can be themselves, celebrate their difference, reach their potential, and help us to reach our goals.

As we think about equality, diversity, and inclusion and how we share community with one another, we ask that: we honour our stories, be present for each other, and always strive for empathic action. At our core is the idea that we demonstrate the deepest part of our humanity through interacting with each other and showing we care.

Drawing on the community's individual backgrounds, experience, characteristics, differences, and individuality, we all want to help adults learn to read and will be supported to achieve that aim.

Our vision is:

- To operate within the principles of fairness, respect, equity, diversity, integrity, and empathy for colleagues, and all stakeholders to our charity.
- To foster a culture of diversity and inclusion.
- To develop and nurture our employees and volunteers, making the most of individual's unique backgrounds and experiences.
- To be representative of the community in the UK across all areas of diversity within Read Easy UK.

Objectives

This is a developing strategy to provide shared direction and commitment for Read Easy UK and all employees/affiliated group volunteers to work towards an inclusive workplace.



It comprises of three key goals:

- 1. Build and maintain a diverse workforce, volunteer, and Reader community**
 - a. Attract, retain, and empower diverse candidates as employees and volunteers who bring knowledge, skills, and experience to the team.
- 2. Develop a people centred culture**
 - a. Cultivate and promote an inclusive culture that maximises talent, skills, and diversity of our team.
- 3. Support and celebrate equality, diversity and inclusion across the charity including all affiliated groups**
 - a. Celebrate diversity and strive for social equality in all that we do to support affiliated groups and Pioneers.

Governance

Read Easy UK's Diversity Steering Group, which is made up of a trustee/s, the CEO, employees, and volunteers, will develop plans which the Senior Leadership Team convert into actions that provide strategic oversight of equality, diversity and inclusion throughout the organisation and be responsible for embedding the vision into the way we work and our culture. The working group will harness employee and volunteer insights and ideas into policies and working practices. The working group will also raise awareness of the strategy's objectives and progress, helping to make Read Easy a diverse and inclusive employer and organisation.

Reporting

Updates will be reported to the Read Easy UK Board on a quarterly basis – they will monitor progress against each of the actions and strategic objectives. New actions will be added as relevant in an on-going process of review and refinement.

Our Values

We value and aim to practise respect, sensitivity, kindness, generosity, patience, tolerance, honesty, and openness to all.



Immediate Actions from Initial Report and Discussions

Action	Objective/s	Responsibility	Date	Comments
Set up steering/working group	To be refined	CEO	Complete	To advertise for a trustee role where being part of this group will be their primary portfolio.
Introduce all employees to E, D, and I	1., 2. and 3.	CEO	March 2022	At full team meeting
Write to all volunteers requesting that they send ideas regarding E, D, and I and/or nominate themselves to join the steering group.	1., 2. and 3.	CEO	March 2022	Draft to be approved 15/3/2022
Review all comms and marketing material to ensure that it is diverse in pictorial content	1., 2. and 3.	Head of Dev. And Comms	May 2022 – In train	To be developed until May 2023 – to be genuine pictures and encouragement from affiliated groups to provide a range of case studies, photos, and representatives where possible.



Medium and Long-Term Actions from e-mail response and on-going meetings to run until review in October 2023

KPIs to be established from 23/24 FY once actions are in train from year 1 of this strategy

The following are categorised for ease of monitoring and updating:

1. Strategic Actions
2. Monitoring and Evaluation
3. Training
4. Recruitment
5. Communications - Telling our community story
6. Partnerships

Action	Objective	Responsibility	Date	Comments
Strategic Actions				
Purpose: E, D, and I is prioritised by the organisation and runs through all our organisational activities.				
REUK has in place a policy, or policies, which define the organisation's: <ul style="list-style-type: none">• ambition and objectives for equality and diversity across the operations (i.e., governance, recruitment, people management, accessibility, service delivery) based on meeting legislative duties, relevant benchmarking, and established evidence based local need.• statement of intent for the inclusion of employees with additional needs	1., 2. and 3.	CEO	ASAP - By new FY	Audit of existing documentation.



<p>or disability</p> <ul style="list-style-type: none"> commitment to delivering excellence in this area and how it supports both business and social objectives. 				
Review E, D, and I policy	1., 2. and 3.	Head of Admin and Finance with input from CEO and trustees as applicable	November 2022	To take to Jan 2023 Trustee Meeting
Review E, D, and I strategy on an annual basis	1., 2. And 3.	CEO	August 2023	
Put our E, D, and I Vision and 'Statement of Intent' in a prominent place on our website.	1., 2. and 3	CEO – via Comms Team	Complete	To also include link to PDF of policy and strategy (?) for those who want to know more.
There is appropriate resource including: a suitably experienced Board Member who acts as a designated equality and diversity lead who has strong professional experience, confidence, and knowledge; and appropriately trained staff available always.	1., 2. and 3	CEO	Complete	Currently, Caroline is this Board Member.
Set a vision for success for groups and communicate these	1., 2. and 3	CEO		This will be a more detailed version of the goals above/ some of the specific actions that relate to groups specifically.
Monitoring and Evaluation				
Purpose: Ensures REUK is completing relevant actions and where change is occurring within the organisation.				
Audit and review where we are currently and use end of year reports to produce a	1., 2. and 3.	CEO	By new FY	Set reasonable and considered development targets for 22/23.



one-pager of the distance travelled so far and any key activities already completed.				
Collect E, D, and I information for all employees and new volunteers on an annual basis and then share with employees, volunteers, partners, and funders.	1., 2. and 3.	Collect: Head of Regional Operations and Head of Admin and Finance Review: CEO to present to trustees and dissemination as part of our annual impact reporting.	New data collected at end of FY 2022	Set KPIs for growth in key areas of representation. Develop future actions as applicable. How many people answer the question, how did you hear about REUK?
Review all KPIs annually – including areas of specific focus for future years	1., 2. and 3.	CEO	By Sept 2023	
Report to Board on these actions/KPIs in all Board meetings (4 x per annum)	1., 2. and 3.	CEO	In train	Trustees to make suggestions and comments as applicable.
Training				
Purpose: Supports all staff and volunteers to be clear on our commitment and their responsibilities around E, D and I.				
All staff and volunteers (including the Board) are clear on: The organisation's commitment and practice regarding inclusion, equality, and diversity. Their individual responsibilities in this area, with a particular focus on ensuring compliance with the Equality Act 2010, supported by regular and appropriate training provision. The equality and diversity context for the	1., 2. and 3.	CEO	May 2022 onwards – the following actions in this section will ensure this.	



community of Readers that they serve.				
<p>E, D, and I training video, for all inductions to include our expectations and resources for TL and information about our E, D, and I strategy, key terms, understanding that some protected characteristics are invisible, tangible examples from REUK experience and training around unconscious bias/ anti-racism training/other suggestions from the Steering Group.</p> <p>To consider paid for platform and team/peer training with case studies and interactive learning.</p> <p>To also consider Coaches and Coach Training as already full session on reading training. TBC.</p>	1., 2. and 3.	CEO	May 2022	<p>We recognise that people are at various stages in their understanding of E, D, and I.</p> <p>This needs to be early in the experience with REUK e.g., Management Team Training.</p> <p>Give clear examples from groups where possible and case study learning as per Safeguarding.</p>
Recruitment				
Purpose: Practice supports Equality and Diversity policies and the appointment of people with protected characteristics.				
<p>Review of advertising for employee and volunteer roles – how can we break down barriers.</p> <p>Consider:</p> <p>Language used</p> <p>References (In train)</p> <p>Formatting and Accessibility</p> <p>Process</p>	1.	<p>Employees: Head of Admin and Finance</p> <p>Volunteers: Head of Ops</p> <p>Overall: CEO</p> <p style="background-color: #00FFFF;">Support of Steering Group</p>	Summer 2022	<p>Set KPIs for applications?</p> <p>Review process map in the report – at what points can we exert more influence and intentioned practice than we currently do?</p> <p>How can we encourage groups to be open-minded about recruitment and not make assumptions about commitment based on things such as FT jobs (report).</p>



<p>Feedback</p> <p>Advertising Locations – where?</p> <p>Forms used</p> <p>Toolkit – a ‘how’, ‘why’, misconceptions relating to extra work – how do we share these messages (Volunteer recruiters?)</p> <p>What does E, D, I look like? Is this different in different areas of the country? Taken sufficient steps to diversify and remove barriers – how?</p>				<p>Move coaches up the list – not everyone would want a MT role and prominence of this would help – especially for established groups.</p> <p>Consider E, D, and I in all Board Succession Planning.</p>
<p>Review Expenses - Expenses can be claimed by volunteers. To be added to all relevant pages of the website/guidelines.</p> <p>This should be shared to volunteers through Regional Advisor’s to all co-ordinators and Management Team’s. What additional support is required e.g.; increased fundraising needed?</p>	1., 2. and 3.	<p>Head of Ops</p> <p>Support of Steering Group</p>	August 2022	Including the FAQs, for volunteer page
<p>Review the equalities monitoring form</p>	1., 2. and 3.	<p>Head of Finance and Admin</p> <p>Support of Steering Group</p>	August 2022	
<p>Review Team commitment form – specifically around time required to volunteer and balancing social opportunities and fun of volunteering with the Reader activity and admin.</p>	1., 2. and 3.	<p>Head of Ops</p> <p>Support of Steering Group</p>	FY 22/23	



<p>Discuss at a Coordinator forum whether it would be appropriate for graduated Readers to become mentors/buddies to new Readers or in so cases, Coaches. They may not have reached a level where this is possible, but it is something to explore.</p>	<p>1., 2. and 3.</p>	<p>Head of Regional Operations via Regional Advisor's and Team Leader's Support of Steering Group</p>	<p>FY 22/23</p>	<p>This is a lot to expect. Consider how we can support people who have expressed an interest and are suitable.</p>
<p>Reader Recruitment Review of advertising for Readers to be reflective of their local communities – how can we break down barriers. Consider: Language used Formatting and Accessibility Process of introducing Readers – statutory assessment tool – the way we communicate with people who have learning difficulties and differences. Feedback Advertising Locations – where? Forms used Develop a toolkit? How would Coaches manage this, especially with no background of education/literacy? Training?</p>	<p>1., 2. and 3.</p>	<p>Head of Regional Operations via Regional Advisor's and Team Leader's Support of Steering Group</p>	<p>FY 22/23</p>	<p>Entire separate conversation... Different in various areas.</p>
<p>Make connections with representatives</p>	<p>1., 2. and 3.</p>	<p>CEO</p>	<p>August 2022</p>	<p>To support with the above actions</p>



from the following orgs to learn from other people – Getting on Board (Penny CEO), ATRD, Young Trustees Movement				relating to recruitment so that we do not ‘re-invent the wheel’.
Communications – Telling our Community Story				
Purpose: To ensure our community know about what REUK are doing both in terms of impact and specifically in relation to E, D, and I and that people participate in the creation of their story.				
Create an alum of Readers and/or ambassadorial group.	1., 2. and 3.	Head of Regional Ops	Oct 2022 – start of new FY.	<p>What would be the purpose? Practicalities/rationale?</p> <p>N.B. To include DP’s thoughts on Dominic’s initial report when developing including within first 2 years of graduating + clear terms + consideration about process which puts them centrally in a way they are comfortable for communicating to Board and others.</p> <p>7 Readers who signed up for J. Blades publicity may be a good starting point.</p>
Create a way for coaches to socialise – slack/book club/ WhatsApp/Facebook group	1., 2. and 3.	Head of Ops Support of Steering Group	Jan 2023	<p>What would be the purpose?</p> <p>This was trialled during lockdown with little success but are willing to give it a fresh push.</p>
Highlight volunteers and their journey. The more different people we highlight, the increased representation we will have.	1., 2. and 3.	Development and Comms Manager with support from Admin	Start late 2022	In year one focus on a male volunteer, a volunteer who also works and a community



Ideal = Quarterly (minimum)		Team		<p>representative volunteer.</p> <p>N.B. Some existing examples highlighted in Deb's comments on Dominic's report.</p> <p>Individual groups may develop their own impact stories and achievement documents – how can we encourage those who do this to share this information?</p>
Try to recruit an ambassador – e.g., celebrity who has struggled with reading.	1., 2. and 3.	Head of Dev. And Comms	22/23 FY	Only if this happens within larger financial opportunities and/or as part of a planned campaign.
Partnerships				
Purpose: Use the expertise of our corporate partners to both develop our E, D and I strategy and forge stronger links and partnerships to increase funding and volunteer support.				
<p>Work with a London-based corporate partner to gain income and volunteers for REUK that come from a range of backgrounds.</p> <p>Use this as a case study to encourage affiliated groups to work with partners in their own locales via the 'venue organiser' or 'fundraiser'.</p>	1., 2. and 3.	Head of Dev. and Comms	Summer 2022	KPIs to be set - +£20,000 income and a minimum of 10 volunteers recruited for existing London groups.
Share E, D, and I strategy with The Man Group to see if they have any initial thoughts or suggestions.	1., 2. and 3.	CEO	July 2022	N.B. Will also enhance our relationship with a major funder.
Partners, particularly funders, know about and value the services REUK delivers in	1., 2. and 3.	CEO/ Head of Development and	On-going	To link with our discussion and strategy, particularly, in relation to



relation to E, D and I.		Comms		neurodiversity.
Work with a relevant national networking group to share ideas, share opportunities and learn from.	1., 2. and 3.	CEO	Minimum 1 per FY	Examples from the steering group were Operation black vote, Black young professionals, and Scope.