



EMPLOYEE HANDBOOK | *PUKAPUKA KAIMAHI*

Inclusivity and Equity Policy | *Kaupapa Here Whakawhānui me te Tōkeke*

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Glossary | *Kupu Whakamārama*

Term	Definition
Child	A person who is • under the age of 18 years, and • who is not married or in a civil union.
Discrimination	The unjust or prejudicial treatment of different categories of people, especially on the grounds of ethnicity, age, sex, or disability.
Programme Coordinator	The person employed for managing a single programme
Programmes Manager	Person employed who has managerial control over and responsibility for all programmes
Staff	All persons employed or engaged, in both paid positions and as volunteers, including contractors, but excluding short-term, project-based contractors.
Volunteer	All persons engaged in volunteering their time to contribute to the work of the Trust
YAT/The Trust	Youth Alive Trust



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Inclusivity and Equity Policy

Kaupapa Here Whakawhānui me te Tōkeke

1. Purpose and Scope

-  Youth Alive Trust - a *kaupapa* Christian organisation – recognises that Aotearoa New Zealand is a country of people from many cultures, beliefs and backgrounds.
-  Youth Alive Trust is committed to promoting equality, celebrating diversity, and fostering an inclusive environment.
-  This policy is intended to provide the Trust with a framework and expectations to guide everyone involved in the Trust to play their part to make our *kainga*, programmes and activities a safe, welcoming space for everyone and to encourage participation by as many people as possible.
-  This policy applies to all staff, volunteers, trustees, and people who engage with YAT programmes and activities.

2. Commitment to *Te Tiriti o Waitangi*

-  Youth Alive Trust recognises *Te Tiriti o Waitangi* as Aotearoa New Zealand's founding document.
-  To that end the Trust is committed to upholding the *mana* of *Te Tiriti o Waitangi* and the principles of partnership, protection, and participation.

3. Guiding Principles

-  **Partnership, Protection, and Participation:** Upholding *Te Tiriti o Waitangi* by working in partnership with Māori, protecting Māori rights, and enabling full participation.
-  **Equity:** Fair treatment for all individuals, recognising that achieving equality may require different treatment based on individual needs or disadvantage.
-  **Inclusion:** Creating a culture where everyone feels safe, valued, respected, and able to participate fully.
-  **Zero Tolerance:** Discrimination, harassment, bullying, and victimisation will not be tolerated.

4. Commitments

Youth Alive Trust will:

-  Ensure recruitment, promotion, training, and other employment practices are based on merit and free from discrimination.



- Recognise and support diverse identities, languages, and cultural backgrounds, including *tangata whenua* and Pasifika peoples.
- Embed inclusive practices across programmes, resources, communications, and service delivery.
- Provide regular training to staff on cultural competency, unconscious bias, inclusive practice, and relevant legal obligations.
- Encourage and support diverse voices in governance, leadership and decision-making.

5. Inclusive Practice

The Trust believes there is strength in diversity, and in keeping with our faith, we will:

- Respect the cultural, social, gender, identity and socio-economic differences of children and their *whānau*.
- Provide programmes and activities that are accessible and reflective of the diverse community YAT serves.
- Listen to and act on feedback from participants, *whānau*, and the community.

6. Reporting Discrimination

Any concerns regarding discrimination or exclusion can be raised through:

- Speaking with a staff member or manager.
- Lodging a formal complaint using the Complaints Policy.
- Contacting external agencies such as Rerenga Awa or the Human Rights Commission if internal resolution is not satisfactory.

7. Review

This policy shall be reviewed every three years or more frequently if required, to ensure it remains relevant, responsive, and reflective of best practice.



8. Document Information

Document Name	Youth Alive Trust Inclusivity and Equity Policy
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Reviewed by	
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Version	Author	Remarks	Approved
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