



## Equality, Diversity and Inclusion Policy

**IMPACD CIC** is committed to encouraging equality, diversity and inclusion among our workforce, including our contracted workers and volunteers, as well as with our participants and eliminating all discrimination, whether on the basis of it being unlawful or inequitable.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing services and facilities - is also committed against unlawful and/ or inequitable discrimination of customers or the public.

### 1. Our policy's purpose

This policy's purpose is to:

1.1 Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time, or those that work with us on a self-employed basis or as volunteers.

1.2 Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- 1.2.1 age
- 1.2.2 disability
- 1.2.3 gender reassignment
- 1.2.4 marriage and civil partnership
- 1.2.5 pregnancy and maternity
- 1.2.6 race (including colour, nationality, and ethnic or national origin)
- 1.2.7 religion or belief
- 1.2.8 sex
- 1.2.9 sexual orientation

1.3 Oppose and avoid all forms of unlawful discrimination. This includes in:

- 1.3.1 pay and benefits

- 1.3.2 terms and conditions of employment
- 1.3.3 dealing with grievances and discipline
- 1.3.4 dismissal
- 1.3.5 redundancy
- 1.3.6 leave for parents
- 1.3.7 requests for flexible working
- 1.3.8 selection for employment, promotion, training or other developmental opportunities

1.4 Oppose and avoid all forms of unlawful abuse or harassment. This means when someone's behaviour:

1.4.1 Violates someone's dignity, and/ or

1.4.2 Creates an intimidating, hostile, degrading, humiliating or offensive environment

## 2. Our commitments

The organisation commits to:

2.1 Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense

2.2 Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

2.2.1 This commitment includes training managers and all other staff, including offering the same to those who are self-employed or volunteers, about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

2.2.2 All staff, employed, self-employed or voluntary, should understand that they, as well as the organisation, in the course of their work for/ with the organisation, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination against fellow workers, employees, customers, suppliers and the public

2.3 Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by those working within the organisation in any capacity eg. self-employed, employed, volunteers as well as by customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

2.3.1 Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, or as contractual terms dictate, and appropriate action will be taken. Particularly serious complaints against employees could amount to gross misconduct and lead to dismissal without notice or, in the case of contractors, immediate termination of contract.

2.3.2 Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in 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 offence. The organisation will take any appropriate steps in its power to support any resulting criminal proceedings

due to actions that amount to a criminal offence, eg. provision of digital evidence, incident logs etc.

2.4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

2.5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

2.6 Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

2.7 Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in this policy.

2.8 Assess how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them at least annually, and considering and taking action to address any issues.

### 3. Our disciplinary and grievance procedures

3.1 Details of the organisation's grievance and disciplinary policies and procedures can be obtained by request from the governance director at [sharon@impacd-cic.org](mailto:sharon@impacd-cic.org) ; this includes with whom an employee or other individual working as a self-employed person or volunteer should raise a grievance.

3.2 Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal, which includes a self-employed person's rights under protected characteristics under the Equality Act 2010, within three months of the alleged discrimination.

### 4. Agreement to follow this policy

The Equality, Diversity and Inclusion Policy is fully supported by senior management and forms part of the agreement with employees, employee representatives, all those working with the organisation as individuals, self-employed or volunteers, and as individuals providing a contractual service through a separate legal entity.