

Equality, diversity & inclusion policy

Calvert Exmoor

Date: Approved by Trustees October 2024

Review Period: 2 Years

Next Review Date: October 2026

1. Overview

The purpose of this policy is to promote a culture of inclusivity, respect, and fairness within Calvert Exmoor (CE).

The policy aims to ensure that all staff, volunteers, trustees, visitors, and guests are treated with respect, dignity and equality, regardless of their characteristics, backgrounds, or protected characteristics as defined by the Equality Act 2010.

CE is committed to promoting equality and diversity, fostering an environment where all individuals feel respected and able to give their best, and where diversity is valued and celebrated. Discrimination, harassment, victimisation, and any other form of unfair or unequal treatment based on protected characteristics are strictly prohibited.

CE is also committed against unlawful discrimination of volunteers, staff, trustees, guests and visitors to the centre.

We ensure compliance with the Equality Act 2010 and all other relevant legislation and regulations pertaining to equality, diversity, and inclusion.

2. Responsibilities

All staff, volunteers, visitors, trustees and guests are responsible for promoting and upholding the principles of equality and diversity within CE.

Managers and supervisors have a duty to lead by example, ensure compliance with this policy, and address any instances of discrimination or harassment promptly and appropriately.

3. Our commitment

3.1 Everyone is entitled to be in an environment that promotes dignity, equality and respect for all. CE does not tolerate any acts of unlawful or unfair discrimination (including harassment) against any staff member, volunteer, trustee, visitor or guest because of a protected characteristic:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including ethnic origin, colour, nationality and national origin)
- Religion and or belief
- Sex
- Sexual orientation

3.2 Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.

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Commit to providing equal opportunities in all areas, including:

- 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
- training
- promotion
- access to facilities and services

3.3 CE will make reasonable adjustments to ensure that individuals with disabilities or specific needs can fully participate in activities, programs, and services. Staff and volunteers are encouraged to identify and communicate any reasonable adjustments required to promote inclusivity and accessibility.

4. Reporting and Complaints

4.1 Any incidents of discrimination, harassment, or unequal treatment should be reported promptly to your line manager. If the issue is with your line manager — or there's another reason you would prefer not to discuss it with them — you should instead speak to their manager, or the Centre Director.

CE will investigate all complaints thoroughly, impartially, and confidentially, taking appropriate action to address and resolve the issue.

4.2 All staff should understand they, as well as CE, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow staff, trustees, volunteers, visitors, and guests

Such acts will be dealt with as misconduct under the organisation'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 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.

This policy should be read in conjunction with the harassment and bullying policy, disciplinary procedure and grievance procedure