

Equality, Diversity and Inclusion Policy



Centre Name	Creating Effective Generations (CEG)
Approved/Reviewed by	Charlie Aston
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1. Introduction

CEG is committed to the principle of equality of opportunity and diversity and recognises that employees, volunteers, members, contractors, or service users should not experience discrimination on any grounds.

To promote equality and diversity in our organisation, CEG will:

- Encourage, value, and manage diversity and promote equality of opportunity in all areas of work, including employment, volunteering, membership, committee representation, and service provision.
- Recognise that many people in society experience discrimination and ensure that no person or group suffers oppression or lack of opportunity because of their gender, race, nationality, disability, sexuality, age, class, HIV status, marital status, political or religious activity, or trade union activity.
- Recognise that all forms of discrimination are unacceptable, whether intentional or unintentional.
- Provide an environment where all personnel and service users at all levels are valued, respected, and free from discrimination or harassment.
- Recognise that the Equality Act 2010 identifies “protected characteristics” and prohibits discrimination against them.

Protected characteristics under the Equality Act 2010:

- Disability
- Age
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

2. Purpose of the Policy

This policy ensures:

- Equality, inclusion, and fairness in all aspects of CEG’s work.
- Compliance with UK law (Equality Act 2010) and ACAS best practice.
- Guidance for staff, volunteers, and service users on expected behaviours.

3. Definitions

- **Equality:** Understanding and removing barriers to equal opportunities for different groups.
- **Discrimination:** Acting unfairly against individuals or groups, including exclusion, harassment, victimisation, or assumptions without consultation.
- **Inclusion:** Embracing all people regardless of race, gender, disability, health-related or other needs.
- **Disability:** A physical or mental impairment that has a substantial and long-term adverse effect on daily activities.
- **Race:** Includes ethnic or national origins, colour, or nationality.
- **Equality Act 2010:** The law replacing previous anti-discrimination legislation; applies to all organisations providing services, goods, or facilities to the public.
- **Harassment:** Unwanted conduct related to a protected characteristic that violates dignity or creates a hostile environment.

(For more information: [Equality Act 2010 Guidance](#))

4. Implementation of the Policy

Responsibilities:

- The CEG Management is responsible for implementing this policy, ensuring compliance, and reviewing it annually.
- Employees, volunteers and contractors must co-operate with CEG to ensure equality and prevent discrimination.
- All trainers, facilitators, and consultants contracted to work for CEG must support this policy.

CEG will:

- Develop a culture that positively values diversity.
- Seek a membership and workforce that reflects the local community and society broadly.
- Treat individuals fairly in all employment and volunteering matters.
- Make clear that harassment, bullying, and discrimination will not be tolerated and may lead to disciplinary action.
- Ensure services are delivered in a way that promotes awareness of rights and needs of people who face discrimination.
- Encourage development through regular training.
- Ensure premises are accessible and inviting.
- Challenge discrimination or oppressive behaviour from or towards any personnel or service users.

- Recognise individual needs in service delivery.
- Evaluate the policy regularly and seek feedback from those affected.

Training:

- Cultural awareness, disability awareness, and other equality-related training will be provided at induction and annually thereafter.
- Completion of training is mandatory and monitored by the Management Committee.

5. Reporting and Grievance Procedure

To ensure compliance with this policy, CEG has a formal procedure for reporting discrimination, harassment, or breaches:

1. Reporting:

- Any staff, volunteer contractor, or service user who believes they have been subjected to discrimination or harassment should report it immediately to Senior Management.
- Reports can be made verbally or in writing.

2. Investigation:

- All complaints will be investigated promptly and impartially.
- Confidentiality will be maintained as far as possible.

3. Outcome and Action:

- Appropriate action will be taken, which may include disciplinary procedures, mediation, or training.
- Individuals raising concerns will not face victimisation for making a genuine complaint.

4. Escalation:

- If the complaint is not resolved satisfactorily internally, external avenues, including ACAS or legal advice, may be pursued.

6. Monitoring and Review

CEG will ensure the policy's effectiveness by:

- Conducting annual equality reviews of employment and service provision.
- Collecting feedback from staff, volunteers, and service users on diversity and inclusion.
- Reviewing policy annually (or sooner if legislation changes).
- Reporting findings and taking corrective action as needed.

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