

## Equality, diversity and inclusion policy

Signed (Chair of Trustees)

Date 26/1/2022



Print Name

Toni McSherry

### Contents

Overview

Purpose of this policy

Policy

Appendices

1. Functional definitions of equality, diversity and inclusion
2. Unconscious bias
3. Putting the policy into action
4. EcoACTIVE policies which impact on equality, diversity and inclusion
5. The law
6. Code of Conduct

### **Overview**

A workplace encouraging equality, diversity and inclusion can help:

- make it more successful
- keep employees happy and motivated
- prevent serious or legal issues arising, such as bullying, harassment and discrimination
- better serve a diverse range of customers
- improve ideas and problem-solving
- attract and keep good staff.

### **Purpose of this policy**

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time or voluntary.
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes discrimination in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

**ecoACTIVE commits to:**

1 Encourage equality, diversity and inclusion in our workforce, regardless of age, sex, ethnic background, sexual orientation, religion or belief.

2 Create a representative workforce for all sections of the society in which we work and who are our customers.

3 Eliminate unlawful discrimination in service provision and in customer and wider public relations.

4 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 and every employee feels able to give their best.

5 Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

ecoACTIVE will deal with complaints under our Grievance and Disciplinary Policy and Procedures and may invoke the law in the most serious cases.

6 Create a safe workplace where all employees may to come up with and discuss different ideas with work colleagues, raise issues concerns and suggestions to managers knowing this is encouraged and will be taken on board, and do things differently with the aim of improving efficiency, effectiveness or working conditions, confident that management permits such experimentation and improvement.

7 Provide training for staff volunteers and trustees in equality, diversity and inclusion; to train, develop and make possible individual progress in the organisation so that all staff develop their full potential, talents and resources in the service of the organisation, are aware of the possibility of cultural bias and how this may be challenged and of the privilege that some may have over others and how that is to be managed.

8 Take staff decisions based on merit (other than necessary and limited exemptions and exceptions defined in the Equality Act).

9 Review our recruitment process and employment practices and procedures for staff, trustees and volunteers to ensure fairness, and that a range of voices and experience are represented; to update our practices and procedures and the policy when necessary to take account of changes in the law.



10 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 the equality, diversity and inclusion policy

11 Assess the working of the Equality, Diversity and Inclusion Policy, and any supporting action plan in practice, review them regularly, and take considered action to address identified issues, and make changes to policies and procedures if commitments are not being met.

**Other Relevant Policies**

ecoACTIVE policies relevant to equality, diversity and inclusion are at Appendix 4

End of policy

## **Appendix 1**

### **Functional definitions of equality, diversity and inclusion**

#### **Equality**

Equality in the workplace means equal job opportunities and fairness for employees and job applicants. No-one must be treated unfairly because of reasons protected by discrimination law ('protected characteristics').

#### **Diversity**

Diversity represents the broad range of people in the workforce, and the value of recognising those differences. This includes people of different ages, religions, ethnicities, sexual orientations, sexes, gender expressions and disabilities whether physical or mental.

#### **Inclusion**

Inclusion is a condition of the workplace where everyone feels valued, can be creative, proud and does not feel forced to hide aspects of themselves.

## **Appendix 2**

### **Unconscious bias**

How a person thinks can depend on their life experiences and sometimes they have beliefs and views about other people that might not be reasonable. This is known as 'unconscious bias', sometimes also called “stereotyping”.

Unconscious bias can be present when a person thinks better of someone because they believe they're alike or less of someone because that person is different to them.

Such bias can result in decisions influenced by false beliefs or assumptions.

We all think in ways that involve unconscious bias at some point, but it's important to be aware of it and not let it affect behaviour or decisions.

The importance of awareness of unconscious bias is set out in the first paragraph of our Code of Conduct.

### **Appendix 3**

#### **Putting the policy into action**

Our Trustees, managers and employees understand the importance of equality, diversity and inclusion. Areas of our work where this policy can impact are:

- recruiting new staff
- training and promoting existing staff
- equal pay
- religious beliefs and practice
- dress code
- unacceptable behaviour
- the dismissal of staff
- redundancy
- different types of leave for parents
- flexible working

Policies and procedures which operate to support this policy are set out in Appendix 4

## **Appendix 4**

### **ecoACTIVE policies which impact on equality, diversity and inclusion**

Recruitment policy  
Maternal/paternal, adoption & shared parental leave policy  
Leave policy  
Grievance and disciplinary policy  
Sick pay and sickness absence management policy  
Social Media & Digital Communications Policy  
Whistle Blowing policy  
Flexible Working / Working from home policy

## **Appendix 5**

### **The law**

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society, replacing previous anti-discrimination laws with a single Act and strengthening protection in some situations. It sets out the different ways in which it is unlawful to treat someone.

Before the Act came into force there were several pieces of legislation to cover discrimination, including:

Sex Discrimination Act 1975  
Race Relations Act 1976  
Disability Discrimination Act 1995

Government guidance on the Equality Act can be found here

<https://www.gov.uk/guidance/equality-act-2010-guidance#public-sector-equality-duty>

## **Appendix 6**

### **Code of Conduct**

ecoACTIVE works to create and maintain a friendly, safe and inclusive environment for everyone, staff, organisers, Board members, attendees. Trustees, staff and participants in ecoACTIVE activities are respectful and considerate of each other, and recognise that different people have different backgrounds and experiences.

Here we define the standards of behaviour which we expect, how a concern of possible breach of these standards may be raised, and what ecoACTIVE will do in response to a concern.



1. Staff and Board will strive constantly to be aware of differences between themselves and other people in background, culture, ability, gender expression and privilege. We will act to eliminate discrimination, including unconscious discrimination on these grounds.
2. Any action, including a verbal action or joke, expressing discrimination, harassment or victimisation of any person is inappropriate and will not be tolerated. This includes actions which occur in face-to-face situations, in communications or in social media.
3. Such an inappropriate action will be immediately rebuked and if further acts occur, that person will be asked to withdraw from the meeting, session or event. Management will consider any such incident and disciplinary action may be taken.
4. If a person believes they have experienced or witnessed an incident set out in 2, they may raise their concerns with staff or Board members.
5. Management must consider a concern raised in this way, and will respond to the person raising the concern and inform them of action taken. Any such incident will be reported to the Board and minuted as a complaint.