



# Equality, Diversity & Inclusion Policy

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## 1/ Introduction

C4C Community Interest Company is committed to ensuring and actively promoting equality, diversity and inclusion.

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## 2/ Defining terms

**Equality** = access to opportunity to remove disadvantage

**Diversity** = recognition + appreciation of individual differences + worldviews

**Inclusion** = a relational process whereby individuals feel included. It demands an organisational culture characterised by Trust; Openness; Representation + Equal distribution and a flow of resources (including information)

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## 3/ Policy Statement

C4C Community Interest Company recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce.

No employee or job applicant will receive less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).

Our aim is to support all individuals to thrive, transcending social patterns that define people by their identity and that keeps power in the hands of the elite. We aim to legitimise, learn from and benefit from the variety that individuals bring; so that we are a healthy place to work and so that we actively contribute to social mobility and reduce inequality.

We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, a full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

Breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings.

#### 4/ Our commitment

Company leadership drives the EDI agenda; enforce the Equal Pay Act and the Sex Discrimination Act; strives to model desired behaviours; and demonstrates that equality, diversity and inclusion is integral to our identity by

- Co-creating C4Cs organisational values with staff and members.
- Having zero tolerance for discrimination, intimidation, bullying or harassment within C4C as a company and in the broader Citizens 4 Change community.
- Creating an environment that values authenticity and enables every individual to be themselves in the workplace and in their interactions with the wider Citizens 4 Change community.
- Adopting a posture of deep listening, reflection and consciousness-raising that creates an environment in which individual differences and the contributions of all our staff are recognised and valued and where difference is celebrated.
- Relationships that build connections across networks and generates collective action
- Procedures that design out bias; including flexible, family-friendly workplaces; transparent support for career progression; job specifications that are gender neutral; and recruitment processes that are unbiased and/or hire for difference.

Equality, diversity and inclusion is promoted within the wider Citizens 4 Change community by

- Creating messaging that is tailored to participants' preferred channel, language and content.
- Supporting members to operate in collaborative and inclusive ways, to become aware of their unconscious bias, and to develop cross-racial & gender sensitive skills and sensibilities.
- Sharing learning and good practice with other practitioners and academics.
- Communicating in ways that defy stereotypes and using unbiased language.
- Marketing Citizens 4 Change to attract young people, women, people with disabilities and minorities.

## 5/ Responsibilities of Management

Responsibility for ensuring the effective implementation and operation of the arrangements rests with the Chief Executive and business owner. They will ensure that:

- Codes of practice have zero tolerance for discriminatory and / or toxic behaviour.
- All their staff are aware of the policy and the arrangements, and the reasons for the policy;
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- Proper records are maintained.

## 6/ Responsibilities of Staff

Responsibility for ensuring that there is no unlawful or unconscious discrimination rests with all staff. In particular, all members of staff should:

- Comply with the policy and arrangements;
- Not discriminate in their day to day activities or induce others to do so;
- Not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- Ensure that no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- Inform their manager if they become aware of any discriminatory practice.

## 7/ Third Parties

Third-party harassment occurs where a Company employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. C4C will not tolerate such actions against its staff, and the employee concerned should inform their manager at once. We will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## 8/ Rights of Disabled People

The Company attaches particular importance to the needs of disabled people. Under the terms of this policy, managers are required to:

- Make reasonable adjustments to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours.
- Include disabled people in training/development programmes;

- Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

## 9/ Equality Training

A series of regular briefing sessions will be held for staff on equality issues. Equality information is also included in induction programmes.

Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist training.

## 10/ Monitoring

- The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- Where appropriate equality impact assessments will be carried out on the results of monitoring to ascertain the effect of the Company policies and our services / products may have on those who experience them.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that the Company, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Company, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Company policies and practices as well as consideration of taking legal Positive Action.

## 11/ Grievances / Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Company Grievance or Harassment Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

## 12/ Managing risk

Risk is intentionally and systematically managed on an ongoing basis. Operational, reputational and strategic risks are a key concern. A quarterly survey is sent to all C4C team members asking them to identify the top three risks they envisage the Company facing; the risk category; likelihood and impact. These are then collated in a quarterly team meeting where we collectively reflect on the risk survey results and agree mitigation measures. The results are recorded in a risk register and dashboard.

## 13/ Policy Review

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Chief Executive Officer.