

creative ✦ active ✦ lives

**DIVERSITY AND EQUAL OPPORTUNITIES
POLICY & PROCEDURES**

Version No. 4
Dated: 2nd June 2026

POLICY STATEMENT

Equality, Diversity and Inclusion in Service Delivery

Creative Active Lives CIC is committed to providing inclusive, accessible, and welcoming services for all children, young people, adults, families, staff, volunteers, and partners.

We recognise that people may experience barriers to participation due to disability, neurodivergence, mental health, communication differences, financial circumstances, culture, language, caring responsibilities, or other personal circumstances. We will make reasonable adjustments wherever possible to reduce these barriers and support meaningful participation.

We do not tolerate discrimination, harassment, victimisation, bullying, or exclusion on the basis of any protected characteristic or personal circumstance.

Concerns relating to discrimination, harassment, bullying, or unequal treatment will be taken seriously and may be managed through our Complaints Policy, Anti-Bullying Policy, Safeguarding Policy, or Disciplinary Policy as appropriate

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time, full-time or self employed subcontractors
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - 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, promotion, training or other developmental opportunities

Monitoring and Responsibility

All staff, volunteers, trustees, contractors, and agency workers are responsible for upholding this policy and promoting equality, diversity, inclusion, and respect in their day-to-day work.

The Directors are responsible for monitoring the effectiveness of this policy and ensuring that concerns relating to discrimination, harassment, victimisation, or unequal treatment are addressed appropriately.

Learning from complaints, incidents, feedback, and safeguarding concerns will be used to improve practice and promote equality of opportunity throughout the organisation.

Neurodiversity and Reasonable Adjustments

Creative Active Lives CIC recognises and values neurodiversity and understands that people may communicate, learn, socialise, regulate emotions, and engage with activities in different ways.

We will make reasonable adjustments wherever possible to remove barriers to participation and employment. Adjustments may include changes to communication methods, sensory environments, activity delivery, support arrangements, technology, timing, or expectations to enable individuals to participate safely and successfully

Removing Barriers to Participation

We are committed to reducing barriers that may prevent people from accessing our services. This includes considering affordability, accessibility, communication needs, transport, digital access, disability, neurodivergence, caring responsibilities, language needs, and cultural differences when planning and delivering activities.

Our Commitment

We will:

- Communicate the policy to all job applicants, staff, volunteers, self employed subcontractors, and where appropriate users of our services.
- 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.

- 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.
- Ensure that disciplinary and grievance procedures incorporate principles of equal opportunity and non-discrimination.
- Regularly examine existing procedures and criteria, including recruitment practices, and terms and conditions of employment and change them where they are actually or potentially discriminatory.
- Ensure policies, procedures, and practices remain compliant with relevant equality legislation and guidance .
- Provide training and guidance to enable staff to carry out the policy and provide specific training for relevant decision makers, including members of the Board where appropriate.
- Regularly monitor the application of the policy.

We will not tolerate discrimination, harassment, victimisation, bullying, hate incidents, or exclusionary behaviour by staff, volunteers, participants, parents, carers, contractors, trustees, or visitors.

Policy Review

This policy will be reviewed annually, or sooner where there are changes to legislation, statutory guidance, safeguarding requirements, recruitment practices, or organisational structure.

Last reviewed: 2nd June 2026

Next review date: 2nd June 2027

Approved by: Rachel Conlisk
Director
Creative Active Lives CIC