



DIVERSITY AND EQUAL OPPORTUNITIES POLICY & PROCEDURES

Version No. 3
Dated: 13th January 2025

POLICY STATEMENT

Creative Active Lives CIC is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

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

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.
- Discuss and, where appropriate, agree with employee representatives any proposed changes in the policy's contents and implementation.
- 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 that the organisation is kept up to date and within the law.
- 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.