

Flete Field Lab CIC: Equality, Diversity and Inclusion policy

Flete Field Lab is committed to encouraging equality, diversity and inclusion in all our activities and with all our stakeholders.

We aim to create a safe and supportive environment for everyone we work with. We will confront all forms of discrimination and oppression, including those based on race, ethnicity, nationality, religion, belief, socioeconomic class, sexuality, gender identity, learning ability, physical impairment, mental illness, age, occupation, or background.

We aim to design our activities, services and decision-making processes to encourage and support participation from people who face disadvantage in society, including women, BME people, disabled people, LGBTQ people, and people on low incomes.

Flete Field Lab CIC delivers our projects with volunteers, participants, students and landowners. The organisation, in providing goods services or facilities, is committed to preventing unlawful discrimination against customers, participants or the public.

Our EDI policy

Our policy is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time

2. Prevent unlawful discrimination against any person or group on the basis of the protected characteristics defined in the Equality Act 2010 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
- sexual orientation

3. Prevent all forms of unlawful discrimination against employees. 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 commitments

Flete Field Lab commits to:

1. Encourage equality, diversity and inclusion in all our activities and interactions
2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. 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 activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. 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.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found at **[insert details as appropriate]**. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal.

Code of Conduct

- People will be treated with dignity and respect regardless of race, nationality, sex, sexual orientation, gender identity, disability and/or age.
- At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be used.
- No one will be harassed, abused or intimidated. Incidents of harassment will be taken seriously.