

Title:	EQUALITY, DIVERSITY AND INCLUSION
Type:	POLICY
Group:	HR
Date:	2022 – 2025
Version:	2.0

TARGET AUDIENCE (including bank, temporary, or agency staff)	
People who need to know this document in detail:	HR, Managers and anyone responsible for recruitment of staff or volunteers
People who need to have a broad understanding of this document	All Staff
People who need to know that this document exists	All Staff

Review Frequency:	3 years
Next Review Process to Start:	Autumn 2025
This document will remain valid during the review process	

Lead:	HR Manager
Support:	HR Director

VERSION CONTROL:			
Version No	New or reasons for revision	Agreed by	Date:
1.1	Re-write of old Equalities and Diversity Policy	Governors PPP Committee	11.12.2017
2.0	Reviewed – no changes made except to format	OM3 (no changes made)	1.11.2022

LINKED DOCUMENTS:
<p>CHF Code of Conduct Disciplinary Policy Grievance Policy and Procedure Recruitment, Selection of Staff Policy All Policies, Procedures, Guidelines, Protocols for Chailey Heritage Foundation</p>

EQUALITY, DIVERSITY AND INCLUSION POLICY

1. STATEMENT OF INTENT

- 1.1 Chailey Heritage Foundation (CHF) appreciates that everyone is different and has something unique to offer. We want to respect and understand these differences and to make the most of everyone's talents.
- 1.2 It is well-recognised by all forward-thinking organisations, that a diversity of people and views can add value, and we believe it can enhance the performance of each and everything that we do for our children and young people at CHF.
- 1.3 CHF will comply with the law and have regard to the guidance offered by the law not discriminating against anyone based on their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 1.4 The Foundation's commitment to ensure Equality, Diversity and Inclusion is:
 - 1.4.1 To promote an inclusive culture for all our staff, others who work with us, and the communities that we serve.
 - 1.4.2 To provide opportunities that are accessible and appropriate for everyone.
 - 1.4.3 To provide organisational capability for continuous improvement, learning and sharing good practice.
 - 1.4.4 To work without forms of discrimination and harassment.
 - 1.4.5 To positively promote equality throughout all our activities and communications.
 - 1.4.6 To create an environment in which individual differences and the contributions of all our employees and stakeholders are recognised and valued.
 - 1.4.7 To create a working environment that promotes dignity and respect for all, and where no form of intimidation or bullying is tolerated.
 - 1.4.8 To ensure training, development and progression opportunities are available to all.
 - 1.4.9 To periodically review all employment practices and procedures to ensure that no job applicants, employees or stakeholders are treated less favourably than others for unlawful reasons.
 - 1.4.10 To provide information and training to all employees to raise awareness of the issues relating to Equality, Diversity & Inclusion, and their responsibilities.
 - 1.4.11 To ensure our Equality, Diversity & Inclusion policy is fully implemented.
 - 1.4.12 To treat breaches of the policy seriously and to take action when required.
 - 1.4.13 To monitor and review the policy periodically.
- 1.5 The Foundation will seek to ensure that everyone is respected and can give of their best, irrespective of who they are or what job they do.
- 1.6 Staff with management, recruitment and selection and/or training responsibilities will be given guidance in the implementation of the Equality, Diversity and Inclusion Policy to ensure that they understand the Foundation's objectives and commitments as well as the CHF Code of Conduct.

2. LEADERSHIP & STAFF ACCOUNTABILITIES

- 2.1 The Foundation takes overall responsibility for the development of equality, diversity and inclusion through leading by example and ensuring that progress is reviewed and further actions instigated as necessary.
- 2.2 All CHF managers at all levels will demonstrate their commitment to promoting equality, diversity and inclusion, and all staff have personal responsibilities to treat everyone with respect, consideration and without prejudice and to promote the same levels of behaviour in colleagues.
- 2.3 CHF Management will review the Policy in the context of its Equality Targets set from time to time.
- 2.4 Any person who feels they have a concern in relation to this policy or the matters it covers should feel free to raise it with their line manager, or any member of the Human Resources team, or other senior person, so that the matter can be resolved as soon as possible. You may also wish to refer to the Code of Conduct. If matters cannot be resolved in an informal way, there is a grievance procedure available.
- 2.5 The above is not intended to cover all situations which may arise, but serves to demonstrate the organisation's commitment to having a fair environment in which we can all live and work.