

## Equality, Diversity, and Inclusion Policy

Chailey Heritage Foundation (CHF) is made up of brilliant people. We are all unique, whether in terms of our background, personal characteristics, experience, skills, or motivations. And we value our people for the differences they bring to the table. These differences - this diversity - is powerful.

Fostering an inclusive culture helps each of us to benefit from a wider range of these different perspectives, experiences, and skills. We believe that this creates a stronger, happier, more productive working environment for us all.

### PURPOSE AND SCOPE

This policy outlines our commitment to equality, diversity and inclusion, for every stage of your colleague experience, and sets out how we put this commitment into practice.

It explains the behaviours we expect of our colleagues in support of this commitment, and the key steps we take to make our culture as inclusive as possible.

This policy applies to anyone working for us. This includes colleagues, bank workers, contractors, volunteers, and apprentices. The policy also relates to job applicants and is relevant to all stages of the colleague relationship.

### Our Commitment to you

- Creating an environment in which individual differences and the contributions of our colleagues are recognised, valued and celebrated.
- Everyone is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Providing learning, development, and progression opportunities to all colleagues
- Understanding equality and inclusion in the workplace is good management practice and makes sound business sense.
- Reviewing all our employment practices and procedures to ensure fairness and inclusion for all.
- Taking steps to ensure equity amongst our workforce such as ensuring that our vacancies are advertised to a diverse range of potential candidates and, where relevant taking positive action to particular groups that have been identified as disadvantaged or underrepresented in CHF, and ensuring there are no unlawful barriers to accessing our employment opportunities, learning, progression opportunities, benefits, and facilities.
- Diversity in our workforce will be regularly monitored to ensure equal opportunities throughout CHF. Where appropriate, measures will be taken to identify and remove unnecessary obstacles and to meet the special needs of disadvantaged or underrepresented groups.
- Monitoring and reviewing this policy annually.

## What we expect from you

We expect you, and every one of our colleagues, to take personal responsibility for observing, upholding, promoting, and applying this policy. Our culture is made in the day-to-day working interactions between us so creating the right environment is a responsibility that we all share.

Cultivating this culture does not happen by accident but requires ongoing commitment and nurturing. The reality is that we live in a world where areas of difference (whether gender, sexual orientation, ethnicity, or others) often translate to biases, challenges and barriers that may not be faced by others. And the more areas of difference a person brings, the more this effect can be compounded. In this way, the experiences of a black woman with a disability may be very different to the experiences of a black woman without a disability and also very different from the experiences of a white woman. This way of looking at diversity and inclusion is known as "intersectionality".

We expect you to treat your colleagues and third parties (including customers, suppliers, contractors, agency staff and consultants) fairly and with dignity, trust and respect. Sometimes, this may mean allowing for different views and viewpoints and making space for others to contribute.

By embedding such values and constructively challenging inappropriate comments or ways of working, you can help us achieve and maintain a truly inclusive workplace culture.

Any dealings that you have with colleagues, or third parties must be free from any form of discrimination, harassment, victimisation or bullying.

It's important to know that if any of our colleagues are found to have committed, authorised, or condoned an act of discrimination, harassment, victimisation or bullying, we will take action against them including (for those to whom it applies) under our Disciplinary procedure.

You should be aware that you can be personally liable for discrimination and harassment.

## WHAT WE MEAN BY DISCRIMINATION:

### Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy, and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age, or sexual orientation.

## Indirect Discrimination

This is when a policy, standard or practice is applied in the same for all colleagues, and:

- it would put people who share a 'protected characteristic' at a disadvantage
- it puts someone personally at a disadvantage
- we cannot justify the course of action

Indirect discrimination is more subtle and may not be intended.

A 'shared protected characteristic' does not always mean everyone with the characteristic.

For example it could mean:

- people with a particular disability – for example anyone with an equivalent level of visual impairment, not disabled people as a whole
- people of the same age or age group
- people who share an aspect of race; e.g. all South East Asian people

## Our Equal Opportunity Statements

### Age

We will:

- ensure that people of all ages are treated with respect and dignity.
- ensure that people are given equal access to our employment, training, development, and promotion opportunities.
- challenge discriminatory assumptions about younger and older people.

### Disability

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities. If we feel that a particular adjustment would not be reasonable, we will discuss this with you and try to find an alternative solution where possible.
- challenge discriminatory assumptions about disabled people and
- seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting, and sign language interpretation.
- If you're disabled or become disabled, we encourage you to tell us about it, so that we can support you appropriately.
- We will keep the physical features of our premises under review to consider whether they might place anyone with a disability at a substantial disadvantage.

## **Race**

We will:

- respond swiftly and sensitively to racist incidents and
- actively promote race equality and inclusion in CHF
- take positive action to redress the negative effects of discrimination against everyone.
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

## **Gender**

We will:

- take positive action to redress the negative effects of discrimination against everyone.
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same and
- provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.
- provide support to prevent discrimination against non binary people

## **Sexual orientation**

We will:

- ensure that we take account of the needs of everyone, including the LGBTQ+ communities.
- promote positive images of the LGBTQ+ communities.
- challenge discriminatory assumptions about the LGBTQ+ communities
- take positive action to redress the negative effects of discrimination against everyone and
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

## **Religion or Belief**

We will:

- ensure that colleague's religion or beliefs and related observances are respected and accommodated wherever possible and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

## **Pregnancy or Maternity**

We will:

- ensure that people are treated with respect and dignity during pregnancy or maternity leave.
- challenge discriminatory assumptions about pregnancy or maternity and
- ensure that no individual is disadvantaged during pregnancy or maternity leave and that we take account of the needs of our colleagues during pregnancy or maternity leave.

## **Marriage or Civil Partnership**

We will:

- ensure that people are treated with respect and dignity regardless of marriage or civil partnership status.
- challenge discriminatory assumptions about the marriage or civil partnership of our colleagues and

- ensure that no individual is disadvantaged because of their marriage or civil partnership status.

### **Part time and fixed term work**

Part time and fixed term colleagues should be treated the same as comparable full time or permanent colleagues and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

## **REASONABLE ADJUSTMENTS**

CHF has a duty to make reasonable adjustments to facilitate the employment of a disabled person.

These may include:

- Making adjustments to premises;
- Re-allocating some or all of a disabled colleague duties;
- Transferring a disabled colleague to a role better suited to their disability;
- Relocating a disabled colleague to a more suitable office;
- Giving a disabled colleague time off work for medical treatment or rehabilitation;
- Providing training or mentoring for a disabled colleague;
- Supplying or modifying equipment, instruction, and training manuals for disabled employees; or

And any other adjustments that CHF considers reasonable and necessary provided such adjustments are within the financial or operational means of CHF.

If a colleague has a disability and feels that any such adjustments could be made by CHF, they should contact their line manager to discuss.

## **Discrimination**

The Equality Act 2010 prohibits discrimination because of certain protected characteristics. These are:

- disability;
- sex;
- gender reassignment;
- marital or civil partnership status;
- race;
- religion or belief;
- sexual orientation;
- age; and
- pregnancy or maternity.

Discrimination can be intentional or unintentional and may occur directly, indirectly, by association, or by perception (see Different types of discrimination under the Equality Act 2010).

There are also two specific types of discrimination that apply only to disability: "discrimination arising from disability" and "failing to make reasonable adjustments" (see Different types of discrimination under the Equality Act 2010).

Discrimination is not always obvious and can be subtle and unconscious. This stems from a person's general assumptions about the abilities, interests and characteristics of a particular group that influences how they treat those people (known as "unconscious bias"). Such assumptions or prejudices may cause them to apply requirements or conditions that put those in particular groups at a disadvantage. Examples include:

- steering colleagues into particular types of work on the basis of stereotypical assumptions without considering the particular attributes and abilities of individuals;
- recruiting or promoting individuals into particular roles because of assumptions about the reactions or preferences of other colleagues or clients; and
- using different standards for different groups of colleagues to judge performance.

## **Monitoring and review**

The People Team will analyse diversity and inclusion data (in compliance with our data protection obligations) on an ongoing basis to assess the impact of this policy and our equality, diversity, and inclusion strategy.

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

## PEOPLE POLICY FRAMEWORK

Our Equality, Diversity and Inclusion Policy sits within a wider framework of People Policies. Below is an outline of other related policies.

Related Policies	Description	Link
All Family Friendly Policies	This includes Adoption, Carers, Flexible Working Maternity, Paternity etc.	
Disciplinary & Dismissal Policy & Procedure	Ensures colleagues conduct or performance are handled in a fair, consistent, and timely manner, with the intention of bringing about an improvement, and to protect the proper operation of the Company's business and the health and safety of its colleagues.	
Wellbeing Policy	Outlines CHF committed to providing maintaining and promoting a healthy and supportive working environment.	
Recruitment & Selection Policy	Ensures a fair and transparent methodology to our hiring strategy	
Redundancy Policy	Ensures the policy and process is clear and fair to selecting role for redundancy.	
Grievance	Outlines when and how to raise a grievance, as a result of being treated unfairly.	

## Log of Revisions

Issue	Framework	Amendment/Issue	Date	Description	Next Review Date
V.01	Equality	New Policy	November	Initial Issue	2024
V1	Equality	New Policy	April 24	Final Version	2025
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## Authorised

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