

Equity, Diversity & Inclusion Policy



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1 Introduction

Policy Statement

The Careers and Enterprise Company is committed to supporting and promoting Equity, Diversity, and Inclusion (ED&I).

This includes tackling all forms of discrimination and inequality in both the workplace and the services the organisation provides. This commitment is supported by our Board of Directors, informs all our work and the impact of our work on our employees, our Enterprise Adviser Network (EAN), its Network of Careers Hubs and all our stakeholders.

The aim of the policy is to:

- Create a culture of belonging throughout the Careers and Enterprise Company, where equity, diversity, inclusion, and respect are core values and at the centre of all our activities
- Work towards the elimination of all forms of discrimination
- Ensure colleagues are engaged with the development and implementation of this policy
- Encourage positive action to overcome disadvantage and discrimination
- Ensure the highest possible standards are achieved in the delivery of our services and in our employment practices
- Ensure equity, diversity and inclusion is promoted through our work, both internally and externally.

Definitions

Key terminology	Definition
Equity	Although both equality and equity promote fairness, equality achieves this through treating everyone the same regardless of need, while equity achieves this through treating people differently depending on their individual needs.
Diversity	Any dimension that can be used to differentiate groups and people from one another. It is about empowering people by respecting and appreciating what makes them different, with reference to their protected characteristics (detailed below), education, or specific lived experience.
Inclusion	Practices in which distinct groups or individuals having different backgrounds are accepted and welcomed. These differences could be protected characteristics, socioeconomic status, educational background, sector experience, or personality traits, such as introverts and extroverts. Inclusion is a sense of belonging. Inclusive cultures allow people to feel respected and valued for who they are as an individual or a group.
Protected characteristics	Protected characteristics refer to the nine characteristics that are protected in the Equality Act (2010). The nine protected characteristics are: age, disability, gender reassignment, marriage/ civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.
Positive action	Positive action means the steps that an employer can take to encourage people from specific groups with diverse needs or with a past track record of disadvantage or low participation to apply for jobs. An employer can use positive action where they reasonably think (based on some evidence) that:

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| | <ul style="list-style-type: none"> • People who share a protected characteristic suffer a disadvantage connected to that characteristic • People who share a protected characteristic have needs that are different from the needs of people who do not share it • Participation in an activity by people who share a protected characteristic is disproportionately low. |
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2 Guidelines

The Careers and Enterprise Company is committed to:

- Creating an inclusive environment in which individual differences and the contributions of colleagues are recognised and valued
- Creating a working environment that promotes dignity and respect for all
- A zero-tolerance approach to discrimination, bullying and harassment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, and belief (including lack of belief), sex, and sexual orientation
- Implementing inclusive recruitment practices
- Ensuring development and progression opportunities are available to all
- Providing information and training to all colleagues to ensure that they are aware of ED&I and their responsibilities relating to these areas
- Ensuring the ED&I strategy is fully implemented
- Ensuring workplace benefits are accessible to all
- Monitoring our ED&I workforce data
- Assessing the impact of our policies, practices and services among different communities and groups of people, including but not limited to the protected characteristics
- Ensuring colleagues are provided with appropriate tools so that they feel confident to discuss equity, diversity and inclusion challenges and raise any concerns
- Requiring that learning and education or teaching material, where practical, includes positive, diverse, non-stereotypical content
- Raising awareness of our policies and commitment to equity, diversity and inclusion with external suppliers, contractors and stakeholders and encouraging them to follow good practice
- Promoting the benefits of embracing ED&I internally and externally
- Embedding ED&I into our policies, procedures, and everyday practice
- Ensuring the importance of equality, diversity and inclusion is communicated during the induction process
- Regularly monitoring and reviewing this policy to ensure that inclusive practice is embedded
- Developing and maintaining a workplace culture of inclusivity and respect.

3 Legal Requirements

In valuing ED&I, the Careers and Enterprise Company is committed to go beyond the legal minimum regarding equity and work towards best and exemplary practice. However, current equality legislation and associated codes of practice are considered, including, but not limited to the:

- Equality Act 2010
- Employment Rights Act 1996
- Part time working regulations 2000
- Rehabilitation of Offenders Act
- Equal Pay Act 1970
- Employment Equal Treatment Framework Directive 2000 (as amended)

The above legislation serves to protect individuals against all forms of discrimination because of a particular protected characteristic.

4 Related Policies

All Careers and Enterprise Company policies and procedures support and embed our ED&I policy. Please also see the following relevant documents:

- Disciplinary Policy / Procedure and Code of Conduct
- Performance Management Policy and Procedure
- Absence Policy and Procedure
- Probation Policy and Procedure
- Grievance Policy and Procedure
- Redundancy Policy
- Flexible Working Policy
- Dignity and Respect at Work Policy
- Volunteering Policy
- Family friendly policies (Maternity, Paternity and Shared Parental Leave)

5 Reasonable Adjustments

Under the Equality Act 2010 employers and organisations have a responsibility to make sure that disabled people can access employment and services as easily as non-disabled people. This is known as the 'duty to make reasonable adjustments'.

Disabled people can experience discrimination if an employer or organisation does not make a reasonable adjustment. This is known as a 'failure to make reasonable adjustments'.

The Careers and Enterprise Company is committed to supporting all disabled staff and wherever possible will ensure reasonable adjustments are put into place for those that need them.

For further information and the process regarding reasonable adjustments please contact HR (hr@careersandenterprise.co.uk).

6 Responsibilities

All staff and directors must adhere to this policy. The Senior Leadership Team and the Chair of the Board of Directors are accountable for ensuring the policy is implemented.

Employees and directors will:

- Act in ways that respect and value the diversity of others.
- Challenge and report any behaviour towards a colleague that could be interpreted as discriminatory.
- Understand what is expected of them in terms of their performance, their behaviour, and their conduct towards others.
- Complete appropriate mandatory ED&I learning.
- The Careers and Enterprise Company encourages all staff to complete their anonymous ED&I data on the CEC (Careers & Enterprise Company) People system.

Line managers will

- Set a positive example by ensuring that their actions and behaviours promote ED&I.
- Stop inappropriate behaviour as soon as they become aware of it.
- Support and implement action that the Careers and Enterprise Company takes to improve equity, diversity, inclusion, and equal opportunities, where that action has been agreed as policy.
- Encourage employees to maximise their contribution to the work of the Careers and Enterprise Company.
- Provide appropriate learning opportunities to colleagues to put the ED&I policy into practice.
- Ensure that mandatory ED&I learning is completed by all staff.
- Ensure staff are aware of and carry out their responsibilities under the law and this policy.

7 Benefits of Valuing Equity, Diversity, and Inclusion

The key benefits of adopting an Equity, Diversity and Inclusion policy are:

- To promote fairness in access to all aspects of the Careers and Enterprise Company's work
- To attract and retain employees
- To gain a diversity of talent and experience
- To ensure that every employee can develop their potential
- To provide fair and equitable services
- To ensure legal compliance

8 References

Related Policies
Disciplinary Policy
Performance Management Policy and Procedure
Absence Policy and Procedure
Probation Policy and Procedure
Grievance Policy and Procedure
Redundancy Policy
Flexible Working Policy
Dignity and Respect at Work Policy
Volunteering Policy
Family friendly policies (Maternity, Paternity and Shared Parental Leave)
Related Documents

The Careers & Enterprise Company

careersandenterprise.co.uk

