CLEAR Emotional Trauma & Therapy Specialists		**Equality, Equity, Diversity and Inclusion Policy**
Author & Version	Date reviewed/approved	Signature of Chair
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Number of pages	5	Date of next review: March 2025

Introduction

This policy outlines CLEAR's commitment to ensuring equality of opportunity and equal treatment for staff, workers, volunteers, Trustees, service users and stakeholders. The policy will provide guidance on anti-discriminatory practice and sets out to ensure that anyone who comes into contact with CLEAR is treated with warmth, dignity and respect.
This policy also outlines the proactive work CLEAR does to ensure it is an anti-discriminatory organisation and to promote an inclusive and positive working culture for everyone.

Related Documents

This policy should be read alongside:

- Safer recruitment policy
- Complaints policy
- Bullying and Harassment policy
- EEDI Strategy
- Data Protection and Information Sharing

Definitions

This policy refers to equality, equity, diversity and inclusion (EEDI). A definition of each of these words can be found below to help clearly understand what CLEAR means by these terms.

- **Equality** in the workplace means fairness for employees. This means equal opportunities to join project groups, access to training, development, involvement in consultations, opportunities to act in absence and so on. We will follow our Safer Recruitment Policy to ensure equality across job applicants.
- **Equity** refers to providing various levels of support and assistance, depending on specific needs or abilities, in order to achieve real equality, this is a focus on the equality of outcomes.
- **Diversity** is the range of people at CLEAR. For example, this might mean people of different ages, religions and ethnicities, people with disabilities and people of specific gender or with no gender identity. It also means valuing those differences such as

people's background, education, where they are from, what languages they speak, their accent and their lived experiences.

- **Inclusion** in the workplace means everyone feels valued at work. It lets all employees feel safe to come up with different ideas, raise issues and express their views. CLEAR will take into account your personal circumstances, beliefs and values along with any conditions that need to be accounted for to make you feel included and welcome.

The policy applies to all staff, workers, volunteers, trustees, service users and stakeholders, paying particular attention to discrimination and equality of opportunity in respect of 'protected characteristics'. The term **'protected characteristics'** used in this policy refers to those outlined in the Equality Act 2010, namely:

- Age
- Disability
- Race
- Sex
- Religion or cultural beliefs
- Gender reassignment
- Marital status and civil partnership
- Sexual orientation
- Pregnancy and maternity
- Care experience (please be aware CLEAR supports and aligns with Cornwall Council's decision to treating care experience as a protected Characteristic) https://www.careleaveroffer.co.uk/documents/2052-cornwall-council-cabinet-report-on-treating-care-experience-as-a-protected-characteristic.pdf

CLEAR's commitment to anti-discriminatory practice relates to all kinds of discrimination, as set out below:

- Direct discrimination - where someone is treated less favourably than another because they have protected characteristics.
- Indirect discrimination – when a requirement or a condition is applied which has a detrimental effect on a particular group or individual. This applies even if there was not a deliberate intention to discriminate.
- Associative discrimination – direct discrimination against someone because they associate with another person who has a protected characteristic.
- Perceptive discrimination - direct discrimination against someone because others think they have a protected characteristic even if they do not possess that characteristic.
- Harassment – unwanted conduct related to a protected characteristic, which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. This applies even if the conduct is not directed at the individual or if they do not have the protected characteristics.
- Third party harassment – potential liability for the harassment of staff by others such as clients or customers.
- Victimisation – when someone is treated badly because they have made or supported a complaint under the Equalities Act or it is thought that they have done so.

Current equality legislation and associated codes of practice have been taken into account within this policy.

Policy aims

Our Objectives within our EEDI strategy outline CLEAR's primary aims:

- To provide a service that is accessible and relevant to children, young people and adults of all ages, genders, backgrounds, and circumstances.
- To deliver services through a team that reflects the diversity and lived experience of communities in which we operate.

CLEAR is committed to going beyond the legal minimum regarding EEDI and strives to be an example of best practice, the charity aims to do this by:

- Promoting equality of opportunity
- Celebrate and value diversity
- Eliminate unlawful direct and indirect discrimination
- Eliminate all forms of conscious and unconscious discrimination in its practices and behaviours.
- Actively encourage positive action to overcome disadvantage and discrimination.
- Have a positive culture throughout CLEAR where diversity, inclusion, compassion and respect are core values and at the centre of all its activities.
- Ensure EEDI are promoted through its work, both internally and externally.
- Provide systematic gathering and analysis of information about who is and isn't accessing our services, including an annual report on EEDI recommendations.
- Pro-active engagement in partnerships and activities that will increase our knowledge and understanding of under represented groups.
- Provision of training, information and guidance around EEDI. CLEAR will actively seek out training and additional opportunities for the CLEAR workforce.

CLEAR will provide equality of opportunity and equal treatment as an integral part of good practice. The organisation is committed to a working environment in which the contribution and needs of everyone are fully valued and recognized and receive encouragement to reach their full potential. We will support our staff, workers, volunteers, Trustees and contractors in not tolerating any inappropriate, violent or abusive behaviour from colleagues, other organisations or customers/ clients.

Employment Practice and Service Provider

- CLEAR aims to promote equality and diversity as an employer and to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable in the context of the policy.
- Selection, recruitment, training, promotion, and employment practices will be subject to regular review to ensure that they comply with the EEDI policy.
- All training opportunities will be published widely to all appropriate employees and not in such a way so as to exclude particular groups.

- ‘Reasonable Adjustments’ will be made to remove or reduce the effect of an applicant, employee, or volunteer. The overall aim being, as far as possible, to remove or reduce any substantial disadvantage faced by a staff member or applicant which would not be faced by a non-disabled person. This is with consideration on the effectiveness of the change, practicality, cost and resource.
- CLEAR regards discrimination, abuse, harassment, victimisation or bullying of staff, volunteers, or any others in the course of work as disciplinary offences that could be regarded as gross misconduct.
- CLEAR will seek to ensure access to its customers/ clients. This will include, wherever practicable, making specific access arrangements for its clients with any protected characteristic, which may apply.
- CLEAR will attempt to ensure that none of its policies discriminate directly or indirectly against any group or individual.
- This policy will be reviewed on an ongoing basis and amended in line with new developments in Equalityand Diversity best practice.

Responsibilities of a CLEAR Team Member

CLEAR values its staff, workers, volunteers, trustees, service users and stakeholders, and expects them to be treated in a respectful manner. Accordingly, all have a responsibility to treat others with dignity and respect.

- CLEAR asks all its employees to demonstrate their commitment to this policy adhere to it.
- CLEAR expects every member of the team to assist in meeting its commitments to provide equality of opportunity and a culture free from discrimination.
- Every employee should treat others equally and with dignity and respect.
- Each employee should know CLEAR’s standards of behaviour, actively implement its values and be an exemplar of equality and fairness.
- CLEAR encourages staff to communicate the terminology that describes them, and others should respect and use that terminology (e.g. by using preferred pronouns – she/her, he/him, they/them and so on).
- Employees and trustees should uphold the values of this policy when representing CLEAR, for example at external events and on social media accounts.
- Any breaches of this policy (including but not limited to acts of discrimination, harassment, bullying or victimisation) will be regarded as misconduct and will be subject to CLEAR’s Disciplinary and Dismissal Procedure.

Implementation

- The Central Team will circulate this policy through Monday Matters and publish in the staff area of website so the policy can be easily accessible, there will also be a printed copy available in our office for any staff member to view.
- Training, and suggested reading, will be included as a part of induction process for new employees and new trustees.
- CLEAR will provide ongoing training to all staff and trustees about this policy and CLEAR’s commitment to being an inclusive, non-discriminatory organisation.
- In order to ensure that everyone covered by this policy has a good working knowledge

of it, we will review understanding through test-based surveys/ discussion at quarterly service meetings/ monthly 1-2-1s for employed staff or at bi-annual contract reviews for sessional staff.

Diversity Monitoring

- In usual circumstances, CLEAR will keep up-to-date records of diversity within the organisation relating to protected characteristics.
- CLEAR complies with the requirement of the Data Protection Act. Any data, either qualitative and or quantitative, required in order to monitor the requirements or the impact of the Equalities Act 2010, will be collected where it is reasonable, proportionate and practical to do so. Any such requirements will be notified, this information will be collected with the permission of the person and the information will be held confidentially in accordance with GDPR.
- The information provided will help inform how many employees and trustees have a particular protected characteristic, so that CLEAR can take steps to ensure that they are not discriminated against nor is disciplinary action disproportionately taken against them and understand if there is a higher turnover of staff/trustees with protected characteristics or if there are barriers to progression of such staff.
- As a minimum, CLEAR will regularly monitor the declared ethnicity, gender, disability and age composition of the existing staff and job applicants, and take any appropriate action to address issues that may be identified as a result of the monitoring process.
- The Board of Trustees will review the information collected (such as statistics in recruitment) to ensure that CLEAR is meeting its obligation to promote equal opportunity and inclusion in its employment practice and services.

Policy monitoring and updates

- CLEAR reviews all its policies and procedures on a rolling basis.
- This policy will be monitored and strategically reviewed by the Operations Manager to ensure it's effectiveness and will be updated in accordance with changes in the law.
- The Operations Manager is also responsible for providing advice and guidance on equality and diversity issues, and to ensure the Policy document is kept up to date.
- The Operations Manager will report to the CEO and Board of Trustees on any actions or activities undertaken to improve equality of opportunity.
- Any information provided by job applicants, employees, service users for monitoring purposes will be used only for these purposes and will be dealt with in accordance with CLEAR's Data Protection and Information Sharing Policy.