

Equality, Diversity and Inclusion Policy

Introduction

CIEEM is committed to being an inclusive organisation, encouraging diversity and ensuring equal treatment in all fields of its operation for all people, regardless of their age, race, ethnic or national origin, gender, sexual orientation, marital status, pregnancy or maternity, religion, belief or whether they have a disability. We aim to ensure that all our staff, volunteers and members are treated with respect and given the opportunity to do their best. This policy applies to all staff and volunteers working on behalf of CIEEM.

Equality & Equity

Equality is making sure people are treated the same and equity is ensuring that people are given what they need to thrive without being subject to discrimination. Equality of opportunity is about everyone being able to make the most of their talents and being able to progress purely on the basis of their merit. Therefore, CIEEM will not treat anyone unfavourably on the grounds of the following:

- Age
- Disability
- Gender or gender re-assignment
- Pregnancy and maternity
- Race or ethnic background
- Religion or belief
- Marriage or Civil Partnership
- Sexual orientation

Diversity

Diversity is respecting and valuing all forms of difference in individuals and positively striving to meet the needs of different people. It goes beyond equal opportunities legislation and actively encourages attitudes that support's the type of organisation CIEEM is. Diversity encompasses certain aspects of an individual that aren't directly related to their ability to do a specific job or undertake a specific task, for example:

- Values
Experience

Inclusion

Inclusion is about positively striving to meet the needs of different people and deliberately creating environments where everyone feels respected, valued and able to achieve their full potential. It requires us to recognise and remove barriers to engagement, participation and progression.

Responsibilities

It is the responsibility of everyone in CIEEM, staff and volunteers, to uphold this policy and actively support its implementation. The Chief Executive Officer is responsible to the Governing Board for overall implementation of this policy. The Governing Board is responsible for keeping both the policy and its implementation under review.

Types of discrimination

The Equality Act 2010 defines a number of different types of discrimination as follows:

- **Direct discrimination** – This is when a person possessing a protected characteristic is treated less favourably than someone else is, has been or would be in a comparable situation.
- **Discrimination by association** – This is a situation where a person is discriminated against because of their association with another person who possesses a protected characteristic.
- **Discrimination by perception** – This is discrimination against an individual because it is believed that they possess a protected characteristic. This applies even if the person does not possess that characteristic.
- **Indirect discrimination** – Indirect discrimination relates to policies, practices and employment conditions that exist within an organisation. The policy, practice or condition may not overtly discriminate against a group of individuals but by their nature they are less favourable to certain groups.
- **Harassment** – This is unsolicited words or conduct which tend to annoy, alarm or abuse another person.
- **Victimisation** – Within the context of the Equality Act 2010, victimisation is defined as a situation when an employee is treated unfairly because they have made or supported a claim under the act or it is believed that they have done so.

CIEEM fosters good relations between people who share a relevant protected characteristic and those who do not, celebrates diversity, challenges inequality and is committed to nurturing an inclusive and diverse community that is open to all, and which ensures equality of opportunity for all its staff and members. We expect all our employees, workers, contractors, invitees, visitors and volunteers to be treated, and to treat others, with dignity and respect. We have a strict zero-tolerance approach to discrimination, harassment, bullying and victimisation. Zero tolerance means that (i) we will take action and (ii) the action will be proportionate to the circumstances of the case. For further information, please refer to our [Anti-bullying and Harassment Policy](#).

Implementation

Effective implementation of CIEEM's equality, diversity and inclusion policy requires staff and volunteers to:

- Treat all people with respect and dignity.
- Treat all people fairly, including having awareness of unconscious bias and proactively taking steps to avoid it.
- Ensure that access to opportunities is based on merit by actively adopting appropriate procedures and processes e.g. for recruitment and promotion.
- Not display inappropriate attitudes, behaviours or activities.
- Consciously and regularly review activities and processes to identify any unintended barriers to participation and to remove them. Where appropriate, action plans will be developed to improve any areas
- Keep this policy and its implementation under review.

CIEEM has responsibilities:

- To ensure that recruitment and employment practices are non-discriminatory.
- To make reasonable adjustments in the workplace to facilitate the employment of a diverse workforce. For further information, please see our Staff Handbook ([link](#)) and Absence Policy ([link](#))
- To ensure that any complaint of discrimination is investigated fully and in a timely manner and that remedial action is taken where necessary.
- To ensure that the workforce is fully aware of CIEEM's zero-tolerance approach and procedures.
- Take immediate action to stop inappropriate behaviour.

Should an employee, volunteer or Member feel that they are not being treated fairly, then please contact the Chief Executive Officer, a senior manager, staff representative or Volunteer Engagement Officer in the first instance. Please also refer to our [Grievance Policy](#) and [Whistleblowing Policy](#) for further information.

Failure of staff to comply with the principles of this policy will be regarded as misconduct and could lead to an investigation, disciplinary proceedings, up to and including dismissal or other sanctions.

Failure of volunteers to comply with the principles of this policy will be investigated and could lead to disbarment from volunteer roles within CIEEM.

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