



Equality, Diversity and Inclusivity (EDI) Policy

This policy is part of the NCEPOD staff handbook and associated relevant sections are referenced, in brackets [], accordingly.

1. Introduction

NCEPOD is committed to maintaining an equal, inclusive and diverse culture and building a positive working environment, free from any form of discrimination due to a protected characteristic, including direct and indirect discrimination, harassment and victimisation, defined under the Equality Act 2010 (Section 5), for its staff and those who contribute to its work.

This policy ensures NCEPOD continues to benefit from a variety of perspectives, beliefs and experiences that help to better shape our work.

2. Scope

NCEPOD continues to work for the improvement of EDI in all aspects of its work, including

- The way NCEPOD works with all internal team members and external stakeholders
- NCEPOD publications, tools and other resources
- NCEPOD's website, social media including messaging service, emails and newsletters

In addition to this, NCEPOD aims to ensure that:

- 1) Everyone who contributes to NCEPOD is treated with dignity, fairness and respect regardless of any protected characteristic(s) they may have.
- 2) Any form of unequal, offensive and unlawful treatment is challenged.
- 3) The voices of people with, and who care for people with lived experience are valued and acted on.
- 4) Opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the potential of the organisation and themselves.
- 5) Employment practices and procedures are regularly reviewed to ensure fairness, relevance and compliance with the law.
- 6) NCEPOD is opposed to and avoids all forms of discrimination, including:
 - Pay and benefit [2.5, 2.6.1, 2.7, 2.12.1]
 - Dismissal [4.13.3.4]
 - Parental leave [2.8, 2.9, 2.10, 2.11]
 - Flexible working requests [4.1, 4.2]
 - Hiring, promoting and developmental opportunities for employees [4.9.1, 5.1, 5.2].

Date of last review 07/11/24 – next review 06/11/25

3. Responsibilities

Ultimate responsibility for this policy lies with the NCEPOD Board of Trustees.

- This policy will be monitored and reviewed annually
- This policy also applies all staff and those who contribute to NCEPOD to treat those around them consistently and fairly, with dignity always, and not to discriminate against, harass or victimise others regardless of their cultural, socioeconomic background [4.9]
- Everyone at NCEPOD has a specific duty to act in accordance with this policy and treat colleagues and every person who they encounter respect, fairness and consistency always
- Any breach(es) of this EDI policy will be regarded as misconduct and could lead to disciplinary proceedings [4.13, 4.13.4].

NCEPOD has clear procedures that enable our contributors, candidates for jobs and employees to raise a grievance [4.12] or make a complaint if they feel they have been unfairly treated.

4. Monitoring

NCEPOD will collect [4.5.4.6] and monitor diversity data to ensure that any barriers to inclusion are removed and that NCEPOD's EDI policy continues to be relevant to its staff and contributors.

5. Equality Act 2010

The Equality Act 2010 protects individuals from prejudice on the grounds of one or more of the protected characteristics listed below:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity/parental leave
- Race
- Religion or belief
- Sex
- Sexual orientation.

The Equality Act 2010 also includes provisions that prohibit methods of discrimination, these include:

- Direct discrimination
- Indirect discrimination
- Harassment [4.7.1]
- Victimisation.



6. Policy statements

AGE

NCEPOD 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

NCEPOD will:

- Provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities
- Challenge discriminatory assumptions about disabled people
- Seek to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation.

RACE

NCEPOD will:

- Challenge racism wherever it occurs
- Respond swiftly and sensitively to racist incidents
- Actively promote race equality in the organisation.

GENDER

NCEPOD will:

- Challenge discriminatory assumptions about gender
- Take positive action to redress the negative effects of discrimination against everyone
- Offer equal access for everyone to representation, services, employment, training and pay
- Provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

SEXUAL ORIENTATION

NCEPOD will:

- Ensure that we take account of the needs of everyone, including the LGBTQ+ communities
- Promote positive images of the LGBTQ+ communities.

RELIGION OR BELIEF

NCEPOD will:

- Ensure that the religion or beliefs and related observances of employees and contributors 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 PARENTAL LEAVE

NCEPOD will:

- Ensure that people are treated with respect and dignity during pregnancy and during parental leave
- Challenge discriminatory assumptions about pregnancy and parental leave
- Ensure that no individual is disadvantaged because of pregnancy or parental leave and that we take account of the needs of our employees during pregnancy and during parental leave.

MARRIAGE OR CIVIL PARTNERSHIP

NCEPOD will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership
- Discriminatory assumptions about the marriage or civil partnership of our employees
- Ensure that no individual is disadvantaged because of their marriage or civil partnership status.

EQUAL PAY

NCEPOD will:

- Ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

7. Definitions

The definitions below are terms used in this policy and defined in the Equality Act 2010.

Direct discrimination - direct discrimination is treating someone unfairly based on the nine protected characteristics outlined above

Indirect discrimination - where a procedure in the workplace is implemented and not designed to affect individuals, for example finishing at 6pm on a Friday could impact individuals who are Muslim who would miss Friday Prayers as a result.

Harassment – Harassment may be defined as any conduct which is:

- Unwanted by the recipient
- Is considered objectionable
- Causes humiliation, offence, distress, or other detrimental effect.

Harassment may be an isolated occurrence or repetitive; it may occur against one or more individuals. Harassment may be, but is not limited to:

- Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour
- Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language



- Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or non-co-operation and exclusion or isolation from social activities.

Victimisation - when someone feels that they are being treated unfairly because they have made, or suspected to have made, a complaint with regards to discrimination.

Employee - workers at NCEPOD, whether part-time, full-time or temporary [4.11].