

Equality, Diversity and Inclusion Statement

Collectively Camberley is committed to equality of opportunity for all people regardless of gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

Anyone who works for or with Collectively Camberley will be treated equally. This includes the Board of Directors, any external partners or organisations and all BID businesses.

Equality, Diversity and Inclusion policy

Collectively Camberley is an equal opportunity employer and wholeheartedly supports and is committed to the principles and practice of Equality, Diversity and Inclusion in employment within the team and the Board of Directors.

The aim is to eliminate barriers and ensure equal treatment to all regardless of race, nationality, national or ethnic origins, sex, sexual orientation, gender reassignment, marital/family status, pregnancy or maternity, age, religion or religious beliefs, disability, or cultural background.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - gender
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits

- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the

Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make 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 efficiency of the organisation.

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them frequently, and considering and taking action to address any issues.

No applicant for employment or member of staff should be disadvantaged by any of the following:

- Racial Discrimination
- Sexual Discrimination
- Harassment
- Victimisation
- Bullying

So, no matter how employees identify themselves they will be treated the same as everyone else – whether you're already employed, or you're applying for a new role.

Agreement to follow this policy

The Equality, Diversity and Inclusion Policy is fully supported by employee representatives and the Board of Directors for Collectively Camberley.

Our disciplinary and grievance procedures

Details of the organisation's internal complaint and disciplinary policies and procedures can be found within the employee handbook. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Details of Collectively Camberley's Complaints Procedure can be found here - <https://www.collectivelycamberley.co.uk/wp-content/uploads/2022/12/Complaint-procedure-2022.pdf>

We do not tolerate unlawful or unfair direct or indirect discrimination, harassment, victimisation or less favourable treatment on the above grounds.

Useful equality and diversity resources for businesses are available from the [Equality and Human Rights Commission](#) website, [ACAS](#) also provide guidance on improving equality, diversity and inclusion in the workplace, and training is available locally from Surrey Chamber Of Commerce as well as other local training providers.