

# Equality, Diversity & Inclusion Policy

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<b>Version</b>	1.0
<b>Date Approved</b>	TBC
<b>Next Review Date</b>	TBC

## Our Commitment

1. **Ponsanooth Community Benefit Society (PCBS)** is committed to encouraging equality, diversity, and inclusion among our workforce and volunteers, and eliminating unlawful discrimination.
2. The aim is for our organisation to be truly representative of all sections of society and for each employee and volunteer to feel respected and able to give their best. We are committed to providing equality and fairness for all in our employment and in our provision of services and to not discriminating on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origins), religion or belief, sex, and sexual orientation, in line with the Equality Act 2010.
3. We 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, and selection for employment, promotion, training, or other developmental opportunities.

## Who This Policy Applies To

This policy applies to all individuals associated with **PCBS**, including:

- Directors and other officeholders.
- Paid staff (employees).
- Volunteers and interns.
- Contractors and agency staff.

## Our Responsibilities

- **The Organisation:** We will create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all. We will ensure that all our processes, from recruitment to service delivery, are fair and equitable.
- **All Staff & Volunteers:** Everyone has a personal responsibility to treat others with dignity and respect. All staff and volunteers are expected to help the organisation meet its commitment to this policy to ensure that it is a success.

## Recruitment & Advancement

We will ensure that our recruitment and selection processes are inclusive and accessible.

- Decisions on appointments, promotions, and training will be based on aptitude and ability.
- We will take steps to encourage applications from a diverse range of candidates.
- All staff involved in recruitment will be trained on fair and unbiased selection practices.

## Raising Concerns

- We take complaints of bullying, harassment, victimisation, and unlawful discrimination by fellow employees, volunteers, customers, suppliers, visitors, the public, and any others during the organisation's work activities very seriously.
- Any such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken.
- Any individual who feels they have been subject to discrimination can raise their concerns with a director or their named supervisor without fear of reprisal.

## Policy Review

This policy will be reviewed annually to ensure it remains effective and compliant with the law. We will monitor its implementation and impact to ensure we are continuously improving our practices.