

# Equality, Diversity and Inclusion Policy

## Purpose

Equality, diversity and inclusion (EDI) are values at the heart of Move Free CIC. Move Free CIC strives to create a welcoming and inclusive space where diversity is celebrated.

This policy sets out Move Free CIC's commitment to these values and the procedures in place to ensure that all individuals who come into contact with Move Free CIC are treated fairly and equally.

## Who does this policy apply to?

This policy applies to all staff, instructors, volunteers, participants and anyone else who comes into contact with Move Free CIC. It is important to Move Free CIC that equality, diversity and inclusion are promoted through Move Free CIC's internal and external work.

## Key Success Criteria

This policy will be deemed successful if:

- There is an inclusive and welcoming culture within Move Free CIC, where diversity, equality and respect are at the centre of all its activities.
- Everyone is able to meaningfully participate in the activities run by Move Free CIC.
- Everyone feels valued and is assisted to realise their full potential.
- All forms of prejudice, discrimination, harassment and bullying are effectively challenged and rectified.
- Move Free CIC has an open and supportive culture where honest self-reflection and colleague feedback is encouraged. Issues are understood as opportunities to learn and improve.

## Responsibilities

Move Free CIC will:

- Ensure that all persons given responsibilities under the policy are provided with a copy of the policy and time to ask any questions regarding understanding and compliance.
- Provide staff, instructors and volunteers with equality and diversity training to help them integrate these values into their roles.
- Organise regular meetings and maintain communication channels where staff, instructors and volunteers can discuss best practice and EDI in matters of teaching.
- Operate an open and fair recruitment and selection process and encourage applications from all eligible groups in the community.
- Ensure that promotion, training or other benefits offered to staff, instructors and volunteers will be on the basis of aptitude; actively eliminating bias in decision making.
- Address all instances of discrimination, harassment, bullying and victimisation by any individual towards another/others whilst engaged in Move Free CIC activities.
- Investigate all complaints of discrimination and behaviours contrary to the values

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expressed in this document. The investigation will be carried out inline with Move Free CIC's *Feedback and Complaints* procedure.

- Support any individual who speaks out about/formally reports discriminatory behaviour they have witnessed or experienced.
- Vet and review partnerships to ensure that partner organisations operate in line with Move Free CICs values and expectations regarding EDI. Move Free CIC reserves the right to withdraw their services and terminate partnerships if anyone they are working with participates in discriminatory behaviour. This decision will only be taken after a full investigation and due consideration of the circumstances.

Staff, Instructors and Volunteers at Move Free CIC will:

- Fully adopt and embrace the ethos and expectations of EDI as outlined in this policy.
- Communicate the values and their implications as expressed in the policy to all participants in Move Free CIC sessions.
- Attend EDI training as provided by Move Free CIC.
- Consider the needs and access arrangements of all participants when planning and delivering activities.
- Share best practice with colleagues and assist each other on matters of EDI.
- Appropriately address and report all forms of discrimination, bullying and harassment which take place during an activity organised by Move Free CIC.
- Assist Move Free CIC in any investigation and provide accurate unbiased information.

## Breach of Policy

Any member of staff, instructor or volunteer working on behalf of Move Free CIC who displays inappropriate behaviour (contrary to this policy or its intent) will be subjected to the appropriate disciplinary procedure as outlined in *Feedback and Complaints Policy*. Any individual may raise a complaint or offer feedback and they will not be penalised for doing so unless the complaint is without foundation and not made in good faith.

## Diversity Monitoring

Diversity monitoring is considered an essential process for Move Free CIC to identify patterns and highlight areas of concern. Diversity information provided by staff, instructors and volunteers for monitoring purposes will be held confidentially in compliance with all legal regulations.

Move Free CIC will consider and take any appropriate action to address any concerns regarding EDI which may be identified as a result of the monitoring process. Move Free CIC cannot lawfully discriminate but may use appropriate lawful methods, including positive action, to address the under-representation of any group who face institutional barriers to attraction, retention and progression in similar organisations.

## Policy Review

Policies at Move Free CIC are not static and can and will be amended as required to suit changing situations. This policy will be reviewed by the directors at least every two years.

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## Definitions of Key Terms

**Prejudice-** an assumption about a person, which is not based on reason or actual experience e.g. assuming someone is more troublesome based on their appearance.

**Direct discrimination-** treating someone less favourably than others on the basis of a protected characteristic e.g. refusing to employ a woman because she is pregnant.

Discrimination can take many forms including verbal, physical and online abuse.

Types of Direct discrimination includes:

- **Discrimination by association** is direct discrimination against someone because they are associated with another person who possesses a protected characteristic e.g. discriminating against carers of disabled people
- **Discrimination by perception** is direct discrimination against someone because the other person thinks they possess a particular protected characteristic e.g. discriminating against a straight person because you thought they were gay

**Indirect discrimination-** occurs when putting rules or systems in place that apply to everyone, but that particularly disadvantages people who have a certain characteristic e.g. requiring interview candidates to quickly read and interpret a long piece of text would disadvantage dyslexic people.

**Harassment-** unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person, even if this effect was unintended.

**Victimisation-** occurs when someone is treated less favourably than others because they have made, supported or given evidence as part of a complaint.

**Bullying-** persistent offensive, intimidating, malicious or insulting behaviour or an abuse of power through means intended to undermine, humiliate, denigrate or harm e.g. using racist language.

## Explanation of Key Legislation and Ideas

The commitments outlined within this policy are underpinned by Move Free CIC's legal obligations as determined by the Equality Act 2010 (hereinafter "the Act").

The Act is a piece of anti-discrimination legislation. It protects people from being treated less favourably or facing an unfair disadvantage because they have a certain characteristic.

Characteristics protected under the Act include: race, sex, marital or civil partnership status, maternity and pregnancy, age, disability, sexual orientation, gender reassignment and religion or belief. Move Free CIC also considers health conditions and socio-economic status to hold the same protection considerations within this policy.

Unconscious bias, prejudice and discrimination continue to be present in all parts of our society. Historically discriminatory ideas and assumptions e.g. racism and sexism were very common. Therefore, many of the UK's institutions (i.e. established law or practices) incorporated these discriminatory ideas. The impacts of these discriminatory institutions are

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still present e.g. Bristol is still a largely segregated city. The impacts of previous discrimination perpetuates prejudiced assumptions and a lack of understanding. Such assumptions are often held unconsciously but can result in direct and indirect discrimination.

Recognising and overcoming unconsciously held prejudice and resultant discrimination is a challenging yet critical process in which Move Free CIC wishes to actively engage. Move Free CIC wants to build an open and compassionate culture, where unconscious bias and prejudice can be challenged and its impact rectified.

Move Free CIC adopts the social model of disability. We understand that people are predominantly disabled by barriers in society rather than their impairment or difference. Barriers can be physical (e.g. buildings not having accessible toilets) or caused by people's attitudes to difference (e.g. assuming disabled people can't do certain things).

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