



ctrq – Equity, Equality, Diversity & Inclusion Policy

ctrq is committed to encouraging equity, equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each colleague to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of clients or the public.

Definitions

Equity – “the quality of being fair and impartial”

Equality – “the state of being equal, especially in status, rights, or opportunities”

Diversity – “the practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc.”

Inclusion – “the action or state of including or of being included within a group or structure.”

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:
 - 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 equity, equality, diversity and inclusion in the workplace as they are good practice and make business sense by delivering relevant training and awareness to all.
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 relevant training to all about their rights and responsibilities under the equity, equality, diversity and inclusion policy. Responsibilities include staff adhering to our relevant policies and procedures which in turn assists the organisation in providing equal opportunities in recruitment and engagement, 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 colleagues, clients, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow colleagues, clients, 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 summary dismissal.

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 the Equality Act 2010 – which is not limited to circumstances where harassment relates to a protected characteristic – maybe a criminal offence.

4. Make opportunities for training, development and progress available to all, who will be helped and encouraged to develop their full potential.
5. Make decisions concerning all colleagues being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment/engagement practices and procedures when necessary to ensure equity, equality, diversity and inclusion taking into account any legislative updates.
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 equity, equality, diversity and inclusion, and in meeting the aims and commitments set out in the equity, equality, diversity and inclusion policy.

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



Agreement to follow this policy

The equity, equality, diversity and inclusion policy is fully supported by our senior management team.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found in HR08 Disciplinary & Grievance policy and on website [here](#). This includes with whom an employee should raise a grievance – usually their line manager.