



Diversity, Equity and Inclusion Policy

This policy outlines the Creating Space For You CIC's approach to diversity, equity and inclusion. It details how the organisation will achieve a working and learning environment which is inclusive and maximises the potential of all staff, volunteers, clients and coaches. Equity is at the heart of the organisation's vision and values.

What you can expect from us

Creating Space For You CIC confirms its commitment to engaging with people where they are at, in ways that work for them. Individuals are selected on the basis of their relevant merits and abilities and are given equitable opportunities for learning, development and progression within the organisation. The aim of the policy is to ensure that no coach or client, or prospective coach or client, should receive less favourable treatment on any unreasonable grounds. The organisation is committed to a consistent programme of action to make the policy fully effective.

Diversity, Equity and Inclusion Policy

Given Creating Space For You CIC's intent to work in line with good practice relating to diversity, equity and inclusion means that it will:

- a) Ensure all persons have equitable access to the provision of services provided by the organisation
- b) Ensure that no person accessing a service will be treated less favourably in the grounds of their sex, race, class, colour, racial group, ethnicity, nationality, national origin, marital status, sexual orientation, age, gender role and gender identity, trade union membership or otherwise, religion or spiritual belief, physical or mental disability. Socioeconomic differences will also be taken into account, along with intersectionality of different barriers to progression.
- c) Seek to identify the needs of groups that experience disadvantage in employment and education in order to achieve an inclusive working and learning environment.
- d) Actively assist groups that experience disadvantage in education and employment to benefit from accessing our services, including proactively adapting our services to meet anticipated need, and responding to feedback about where our approach has and has not been effective



e) Proactively seek to work with groups that are underrepresented within its coach and client base. Selection procedures and criteria will ensure that coaches are selected and promoted on the basis of their relevant merits and procedures will be monitored and regularly reviewed.

Where necessary to support genuine equity of opportunity, Creating Space For You CIC will provide coaches with particular training to facilitate them to apply to promotion.

f) Proactively seek to widen participation to enable clients that do not traditionally participate in coaching and workshops to do so.

g) Ensure that admission procedures do not become a barrier to engagement and enable clients to be fairly and appropriately selected. The admission procedure is monitored and regularly reviewed, including responding to feedback from users.

h) Actively pursue its commitment to diversity, equity and inclusion in hiring contractors and other bodies to work in the organisation.

i) Actively pursue its commitment to diversity, equity and inclusion in the composition of its management committee.

j) Actively promote access to free training on equality, diversity and inclusion:
<https://alison.com/course/equality-diversity-and-human-rights>

What we expect from you

Whilst the responsibility for ensuring that Creating Space For You CIC is truly a diverse, equitable and inclusive organisation, coaches and clients have certain responsibilities.

Good relations, practice and the achievement of an inclusive community depend on all individuals treating each other with respect and dignity. The activities and actions of all are of crucial importance, therefore, all individuals are expected to:

a) Cooperate with measures introduced to advance diversity, equity and inclusion and eliminate discrimination.

b) Treat all in a fair and non-discriminatory way, respecting differences.

c) Not discriminate as managers, or in other positions where they might have power over others.

d) Not incite or attempt to induce others to behave in discriminatory ways.



- e) Not victimise or attempt to victimise anyone who has made complaints of discrimination or provided information on discrimination.
- f) Not harass, abuse or intimidate others on account of sex, racial group, ethnicity, nationality, national origin, colour, sexual orientation, gender, identity, religion or belief, disability (mental or physical), class, socioeconomic context, age, or intersectionality of these barriers to progression, for example in attempts to discourage them from engaging the organisation.
- g) Inform an appropriate person if they feel a form of discrimination is taking place.
- h) Take appropriate action where they are informed that an act or acts of discrimination have occurred.
- i) Members of the organisation, contractors and visitors who act in ways that breach this policy may be subjected to the appropriate disciplinary procedure and contractors removed from the organisation.

Monitoring

It is Creating Space For You CIC's policy to monitor and evaluate diversity, equity and inclusion across all aspects of its activity. This includes:

- a) The admission and recruitment of coaches and clients, including demographics.
- b) The progression and achievement of coaches and clients from different demographics.
- c) The number and nature of formal harassment complaints, grievances and disciplinaries, in terms of demographics.
- d) The leaving rates of coaches and clients, including demographics.
- e) Accessibility of courses, resources and venues for different clients

Monitoring in this way will highlight whether particular groups experience disadvantage and if they receive fair and equitable treatment in relation to their experience.

Where unfair practices are discovered through the monitoring and evaluation, necessary action will be taken to remedy the disadvantage. This also links to the Quality Assurance Policy.

Procedures to Complain

Complaints of discrimination can be made using the Complaints Procedure. Individuals may also raise complaints immediately with the Administrator if that is felt to be most appropriate.



Responsible Officers for the Achievement of this Policy

The Director Charlie Mitchell, has ultimate responsibility for the Diversity, Equity and Inclusion Policy of the organisation.

Definitions

Creating Space For You CIC acknowledges that there are many definitions of inequality, however, for the purposes of this policy, the organisation adopts the four definitions given in employment legislation. These are:

1. Direct Discrimination

Direct discrimination occurs when a person is treated less favourably than another (in the same circumstances) on the grounds of race, gender, marital status, sexual orientation, disability (physical and mental), class, age or religion.

2. Indirect Discrimination

Indirect discrimination means applying a condition, requirement or practice which affects one group considerably more than another and which cannot be justified.

3. Harassment

Harassment occurs when person A subjects person B to unwanted conduct on the grounds of race or ethnic or national origin that has the purpose, or effect of, violating B's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for person B.

4. Victimisation

Victimisation occurs where an individual is treated less favourably as a result of making a complaint of discrimination under this policy.

Policy last reviewed 15/10/2024

Policy to be reviewed again by 15/10/2025

