

# Equality and Diversity Policy



At Evergreen Active CIC we will ensure that we provide a safe and caring environment, free from discrimination, for participants and staff. The company will:

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each adult and child is valued as an individual without racial or gender stereotyping.
- Not discriminate against participants and staff on the grounds of disability, sexual orientation, class, family status or HIV/Aids status.
- Strive to ensure that participants feel good about themselves and others, by celebrating the differences which make us all unique individuals.
- Ensure that the company's recruitment policies and procedures are open, fair and non-discriminatory.
- Work to fulfil all the legal requirements of the Equality Act 2010.
- We will monitor and review the effectiveness of our inclusive practice by conducting an Inclusion Audit on an annual basis.

## Challenging Inappropriate Attitudes and Practices

We will challenge inappropriate attitudes and practices by engaging participants in discussion, by displaying positive images of race and disability, and through our staff modelling anti-discriminatory behaviour at all times.

## Racial Harassment

Evergreen Active CIC will not tolerate any form of racial harassment. We will challenge racist and discriminatory remarks, attitudes and behaviour from the participants at the sessions, from staff.

## Promoting Equal Opportunities

The company's Equal Opportunities Named Coordinator (ENCO) is Andrew Freeman. The ENCO is responsible for ensuring that:

- Staff receive relevant and appropriate training
- The Equality and Diversity Policy is consistent with current legislation and guidance
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur.

## Reporting Procedure

This reporting procedure aims to provide a clear and consistent framework for reporting and addressing incidents or concerns related to equality and diversity at Evergreen Active CIC. It reinforces our commitment to creating an inclusive and diverse environment that upholds the principles of fairness, respect, and equal opportunity for all.

### *Incident Reporting*

- Report any incidents of inequality or discrimination promptly to the Equal Opportunities Named Coordinator.
- Use the Incident Report Form available from the Directors.
- Include details like date, time, location, individuals involved, and a description of the incident.

### *Equal Opportunities Named Coordinator's Role (ENCO)*

- The ENCO will investigate incidents impartially and promptly.
- Ensure the well-being of all parties involved.

- Maintain confidential records of the investigation and actions taken.

*Reporting and Review*

- The Directors will regularly report incidents, investigations, and actions to senior management and the Board.
- Periodically review and update the Equality and Diversity Policy for effectiveness.

*Training and Awareness*

- Staff and Volunteers will receive ongoing training on equality and diversity.
- The policy and procedure will be easily accessible to everyone who requests a copy.

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| This policy was adopted by: Evergreen Active CIC | Date: 02/08/2023  |
| To be reviewed: 01/08/2024                       | Signed: A Freeman |