



EQUAL OPPORTUNITIES, DIVERSITY AND INCLUSION POLICY

CPRE Surrey is committed to equality, diversity and inclusion in all that we do. We will not tolerate discrimination or harassment in any part of our operations. We will ensure that all members, volunteers, employees and service users are treated equally and as individuals regardless of protected characteristics of age, disability, race (including colour, nationality, and ethnic or national origin), gender, sexual orientation, gender reassignment, marital or civil partnership, pregnancy, maternity or parental status, religion or political belief. We are also committed to ensuring no unlawful discrimination in providing our service to members, volunteers employees and service users and people in our community.

CPRE Surrey recognises that providing equality of opportunity, valuing diversity and promoting a culture of inclusion are vital to the implementation of our vision of a countryside for all to live, work and enjoy. We want our staff and volunteers to reflect the diversity of the communities that we serve and influence.

By creating a working, volunteering and social environment in which individuals can utilise their skills and talents to the full without fear of prejudice or harassment, we aim to create a culture where everyone can reach their fullest potential.

We will ensure that equality is embedded in all of our activities, policies and decisions.

Scope

This policy applies to all current and potential staff, and volunteers at CPRE Surrey on a paid or voluntary basis, and to those who visit our premises or attend our events. It covers discrimination on the basis of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation, as set out in the Equality Act (2010).

Commitment

Equality, diversity and inclusion (EDI) are at the heart of CPRE Surrey's work. Our aim is to make full use of people's talents and skills by creating an open and inclusive culture where people from all backgrounds can work and interact together with dignity and respect.

We will take active steps to fulfil our responsibilities and promote good practice, in particular by:

- Complying with legal obligations in a transparent manner
- Developing CPRE Surrey EDI Objectives and circulating this policy amongst staff and volunteers
- Publishing this policy on our website.
- Assessing the impact of policies and practices to identify, remove or mitigate any disadvantage to underrepresented groups
- Taking reasonable and proportionate measures to eliminate discrimination and/or to redress any gender, racial or other imbalance including through monitoring the recruitment and progress of all volunteers and staff, collecting and collating equalities data and acting on any inequality revealed by the data.
- Engaging with staff and volunteers in respect of changes which may affect their employment or volunteering
- Ensuring that existing staff and volunteers, as well as future applicants to work or volunteer are treated fairly and judged solely on merit and by reference to their skills and abilities
- Ensuring that we make clear, including when advertising for new staff or volunteers, that CPRE Surrey is an equal opportunities organisation.
- Ensuring that any events organised by or in association with CPRE Surrey are arranged/ managed in such a way as to ensure they are welcoming and accessible to all
- Making sure reasonable adjustments are made, as appropriate, to enable disabled staff and volunteers to overcome barriers in the working, volunteering and social environment
- Ensuring that any published materials, campaigns, social media avoid the use of stereotyped images/messages
- Ensuring staff and volunteers feel confident to discuss EDI issues and raise any concerns



- Dealing with potential and actual acts of discrimination, harassment and bullying appropriately and taking appropriate action where necessary

Responsibilities

All individuals in the CPRE Surrey community have a responsibility to promote EDI.

The Board of Trustees has ultimate responsibility for ensuring that this policy is fully implemented and will take reasonable steps to ensure that this policy is effective.

The Board of Trustees will appoint a trustee to take lead responsibility for the implementation of this policy.

The Membership and Volunteer Coordinator has responsibility for the day-to-day co-ordination, support and delivery of this policy.

Implementation, Monitoring and Review

This Policy will be implemented through CPRE Surrey's EDI Objectives, which will be agreed and reviewed regularly by the Board of Trustees.

The Membership and Volunteer Coordinator will collect and analyse data on staff and volunteers with regard to recruitment, training and complaints and report this data in 2024 and thereafter annually to the Board of Trustees. Provision of this information is voluntary and will not adversely affect an individual's chances of recruitment or any other decision relating to their involvement with CPRE Surrey.

Any issues which arise should be reported to the trustee with responsibility for this policy, who will in turn advise the Management Meeting as appropriate.

This policy will be reviewed by the Board of Trustees not less than every three years to ensure that it reflects best practice and current legislation.

Training

The trustee with responsibility for this policy and the Membership and Volunteer Coordinator are expected to take part in EDI training.

Other trustees and staff are expected to take part in EDI training appropriate to their role.

Complaints Procedures related to Equality, Diversity and Inclusion

CPRE Surrey expects all members of its community to treat others equitably, with dignity and respect. Any member of our CPRE Surrey community who believes they have been discriminated against, harassed or bullied has the right to make a complaint free from victimisation or fear of retaliation.

When making a complaint, a staff member should normally raise the matter informally in the first instance. If this does not satisfactorily resolve the complaint, then a formal complaint should be made in writing to the Chair of CPRE Surrey.

Members, volunteers and other members of the public should address complaints to the Chair of CPRE Surrey at info@cpresurrey.org.uk in the first instance.

Making a complaint does not prejudice an individual's right to make use of other procedures.

We shall support and protect anyone who makes a complaint, or who acts as a witness, under these procedures from victimisation or retaliation.

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