



Equity, Diversity and Inclusion Policy

1. Purpose and context

At the Clean Air Fund, Impact is at the heart of everything we do. We are working for a world where everyone can breathe clean air. We recognise that while air pollution has no boundaries, it's impact manifests differently for different communities, typically more vulnerable groups are most affected.

The Clean Air Fund is committed to promoting equality, diversity and inclusion (EDI) not only because it is morally right but because it helps us to deliver more effectively on our mission.

This policy exists to outline our approach and commitment to EDI internally. We have separate guidance on how we address EDI through our grant making.

This policy helps to ensure that we are compliant with the Equality Act 2010 (UK).

2. Scope

This policy applies to all employees, consultants, interns, volunteers and trustees at Clean Air Fund which will be referred to as "CAF Staff" in this document. In addition, this policy applies to individuals and companies that the organisation contracts to do work on its behalf, including partners, consultants, vendors and contractors.

The commitments in this policy underpin all other Clean Air Fund policies.

3. Principles

The Clean Air Fund aims to provide a work environment where everyone thrives and is able to give their best, regardless of their individual characteristics.

We work to seek out and address the root causes and impact of stereotyping, prejudice, discrimination, bias, harassment and victimisation as well as the indirect discrimination that can unintentionally arise from our policies, practices and procedures. Discrimination will not be tolerated.

We will continually learn, monitor and improve our approach to EDI – there is no 'end point' there will always be ways we can do better.

Employment decisions are made based on evidence of factors such as competency, experience, qualifications, abilities and performance, regardless of protected characteristics.

At all times Clean Air Fund, will:

- select, recruit, develop and promote the very best people, basing its judgement on the suitability of each candidate for a role
- ensure that nepotism is not tolerated and bias is mitigated
- ensure all applicants and CAF Staff receive fair and equal treatment by creating structures and processes that support differences
- create a safe work environment where everyone can contribute to the best of their abilities and feels listened to and included

- maintain a working environment free from harassment and intimidation
- ensure that existing and new legislation based on a stated right to equal treatment are strictly adhered to; and
- deal speedily and effectively with any complaints of alleged discrimination, harassment and/or bullying, ensuring all such complaints are fully investigated and that remedial action is taken where necessary.

This policy does not form part of the contract of employment and Clean Air Fund may amend it at any time.

4. Action required

All CAF Staff are required to sign a copy of this policy by their start date with Clean Air Fund. This confirms that they have read, understood and agree to comply with the policy and their responsibilities within it. Employees will receive training on EDI at least once a year.

Failure to comply with this policy could result in disciplinary action which could include dismissal.

5. Definitions and terms

Diversity refers to demographic differences of a group – often at team or organisational level. Often, diversity references protected characteristics as described in the Equality Act 2010 of the UK law: age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

Inclusion is often defined as the extent to which everyone at work, regardless of their background, identity or circumstance, feels valued, accepted and supported to succeed at work.

Equality means equal rights and opportunities are afforded to all. The 2010 Equality Act in the UK protects those with protected characteristics from direct and indirect discrimination in the workplace.

Equity recognises that treating everyone equally has shortcomings when the playing field is not level. An equity approach emphasises that people should be treated in accordance with their individual needs and circumstances.

Direct discrimination This occurs where, because of a protected characteristic, a person receives worse treatment than someone who does not have that characteristic. For example, an employee is turned down for a job because their manager believes that their sexual orientation will prevent them gaining their team's respect.

Discrimination by association This is discrimination against someone because they associate with another person who possesses a protected characteristic. For example, a man is treated less favourably at an event because of his friendship with an individual who is transgender.

Discrimination by perception This is discrimination against an individual because others think (incorrectly) that they possess a protected characteristic. For example, an employee is not offered the chance to represent her company at a major event because her line manager believes she has mental health issues.

Indirect discrimination This occurs when there is a policy or a practice that applies to everyone but which particularly disadvantages people with a protected characteristic compared with people who do not have that characteristic. For example, including unnecessary criteria in a person specification that could increase the barriers for those with certain characteristics to applying. Working in a building with no lift (which debar those in wheelchairs)

6. Implementation

In order to translate this policy into action we, the Clean Air Fund commits to:

- Consult, engage with, and learn from CAF Staff and stakeholders to develop and deliver an EDI action plan.
- Seek out external expertise and advice when required to develop and deliver an EDI action plan.
- Monitor and collect evidence on the impact of our policies, practices, procedures and workplace cultures on EDI issues. We will do this informally through feedback and formally through staff engagement surveys and performance reviews.
- Communicate this policy to all our staff and stakeholders so that they are aware of our commitment to treat them fairly and their obligation to operate in line with this policy.
- Take appropriate action when incidents occur which breach this policy
- Regularly monitor and review the success of this policy in and evaluate the relevance and effectiveness of our action plan.
- Develop and review policies and procedures to ensure they are reflective of the principles on this policy, as specific actions sit within various organisational areas.
- Review employment practices and procedures when necessary to ensure fairness and updating them and this policy to take account of changes in the law and best practice.
- Actively promote a safe culture where CAF Staff feel included and inappropriate behaviour is challenged by all.
- Train our staff and volunteers to use this policy and imbed good EDI practice into their work
- Monitor the make-up of the workforce regarding information such as age, sex, gender identity, ethnic background, sexual orientation, religion or belief, and disability and encourage diversity and inclusion.
- Provide reasonable adjustments for disabled individuals including job applicants

Roles and Responsibilities

A Diverse and Inclusive workplace requires everyone to play a role. Specific roles and responsibilities can be found below:

Board of Trustees

The Board has overall responsibility for the effective operation of this policy and for ensuring compliance with anti-discrimination law. The Board signs off this policy and monitors that the organisation is making effective progress in its implementation.

Senior Leadership Team

Day-to-day operational responsibility for this policy, including its regular review, has been delegated to the Executive Director, who together with members of the SLT will ensure that it achieves its objectives and is updated in accordance with any changes in law. In addition, they will:

- Act as EDI champions
- Role model behaviour that supports this policy and challenge others to do the same.
- Implement this policy and integrate equality into the work of Clean Air Fund
- Review and approve actions related to this policy as set out in the action plan.
- Ensure all staff are fully aware of their individual and collective responsibilities under this policy.
- Prioritise attendance at EDI training
- Respond to allegations of discrimination and harassment fairly, quickly and effectively.

Human Resources

- Lead on EDI matters internally (including the HR Director being the lead for internal EDI matters at SLT)
- Act as EDI champions
- Role model behaviour that supports this policy and challenge others to do the same.
- Provide EDI training to all staff during induction and other development opportunities to build competence in the areas of EDI and encourage attendance
- Investigate and deal promptly with any incidents or individual behaviours that contravene this policy.
- Produce timely, accurate and appropriate HR management information on staff to inform decision-making.
- Create and deliver initiatives that will translate this policy into an action plan
- Work on EDI issues with the support of the EDI Working Group.
- Create and implement HR policies and ways of working that promote the EDI agenda including in recruitment, performance management and learning and development.

EDI working group members

- Act as EDI champions
- Input into EDI initiatives including the development of an EDI action plan, aligned with CAF strategy
- Recommend SLT approaches to promote a diverse and less exclusive workforce
- Raise awareness, and to advise on, initiate and facilitate changes to the culture, environment and working practices, which support this policy and further the action plan.

People Managers

- Role model behaviour that supports this policy and challenge those they manage to do the same.
- Build specific actions into their team and individual's goals that contribute to the delivery of this policy as part of the organisational, individual and project planning processes.
- Check that their teams are aware of this policy and understand their rights and responsibilities contained within it.
- Communicate regularly with their teams about equality issues in a way that keeps this policy and actions related to it live and central to our mission.

All Staff

- Treat others with dignity and respect.
- Highlight particular needs based on their background and circumstances, so they can be addressed
- Express opinions constructively with sensitivity and respect.
- Report discrimination, bullying, unfair treatment or harassment that they experience or witness
- Help identify discriminatory practices or procedures and bring these to the attention of their line managers, HR or EDI Working group
- Contribute to creating an inclusive learning environment that values difference.
- Attend staff training and development events.
- Support the work of the EDI Working Group when required.
- Work to understand their own privileges and what that means for them, their development and how this can be applied in their area of work.

Raising a Concern

CAF Staff wishing to make a complaint regarding equal opportunities should do so via the organisation's [Grievance and Disciplinary Policy](#). Grievances may be dealt with informally or formally. Allegations of discrimination or harassment/bullying will be dealt with quickly and taken seriously. A CAF Member should not fear victimisation for making or being involved in a complaint.

Complaints from a non-employee will be handled through the [Whistleblowing Policy](#).

Statement

As an employer, we are committed to ensuring the representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, ethnicity, age, neurodiversity, disability status, returning parents, carers or any other aspect which makes them unique. We particularly welcome people from under-represented groups to become part of our workforce We are committed to ensuring the safety and protection of our employees from all forms of harm.

Responsibilities

Task	Responsibility	Frequency
Reviewing this Document	Human Resources Director	Biannual
Approving this Document	Board	Biannual
Policy to be sign, read, referred to	All staff, Trustees	At joining, annually, when it changes

Version Control

What	By	Date
Document Created	Elizabeth Boonman-Salgado, Human Resources Director	December 2022
Document Reviewed	Jane Burston, Executive Director	December 2022
Approved	Board	December 2022

7. Relevant forms and documents

Documents directly related with the implementation of the policy are to be listed and a link included.

- Code of Ethics and Conduct
- Disciplinary and Grievance Policy- India
- Safeguarding Policy
- Data protection Policy
- Whistleblowing Policy
- Recruitment Policy
- Reward Policy
- Flexible working policy
- EDI Working Group TORs