

Diversity & Inclusion Policy & Action Plan

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Freshwater Life Project (FLP) is committed to encouraging equity, equality, diversity and inclusion among our workforce, projects and communications, and eliminating unlawful discrimination.

The aim is for our trustees, team members, volunteers, contractors and collaborators to be truly representative of all sections of society and for each employee to feel respected and able to give their best.

FLP - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to ensure that FLP:

- provides equality, fairness and respect for all in our employment and voluntary positions, whether temporary, part-time or full-time.
- does 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, gender identity, sex or sexual orientation.
- opposes and avoids all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

FLP commits to:

- Welcoming and supporting people of any race (including colour, nationality and ethnic or national origin), religion or belief, marital status, pregnancy and parental stage, gender identity, sex or sexual orientation to play a role at all levels of our activity.
- Empowering communities, particularly those which are marginalised, to own and/or run projects and initiatives that are of significant importance to them.
- Encouraging equity, equality, diversity and inclusion in the workplace.
- Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, that promotes dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training all team members to ensure they understand their rights and

responsibilities under the equity, equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help FLP provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All team members, volunteers, contractors and collaborators should understand they, as well as FLP, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their work, against fellow team members, customers, contractors and other collaborators, and the public.

- Take seriously, complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, 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 FLP's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice, or be reported to the police.

Furthermore, instances of 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 Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Ensure opportunities for training, development and progress are available to all staff, who will be supported and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Decisions concerning staff are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Annually review, and update, when necessary, our employment practices and procedures in order to ensure fairness, and update this policy to take account for changes in the law.
- Monitor the make-up of the team regarding information such as age, gender identity, sex, sexual orientation, race, ethnic background, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equity, equality, diversity and inclusion policy. Details of FLP's Equality Monitoring Form can be found at www.freshwaterlifeproject.org/policies.
- Annually monitor and/or amend our methodologies to ensure the objectives of this policy are practically applied.

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 considering and taking action to address any issues.

The equity, equality, diversity and inclusion policy is fully supported by senior management and has been agreed by the trustees.

Details of FLP's grievance and disciplinary policies and procedures can be found at www.freshwaterlifeproject.org/policies. This includes the method by which a person should raise a

grievance. Use of the FLP's grievance and/or disciplinary procedures does not affect any team members right to make a claim to an employment tribunal within three months of the alleged discrimination.