Equality, Diversity, and Inclusion Policy

Policy Statement

The policy sets out Caius House approach to equality, diversity, and inclusion. Caius House is committed to promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. The aim is for our workforce to be truly representative of all sections of society, and for each employee to feel respected and able to give their best.

Caius House aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including recruitment, training and development of employees, and to pro-actively tackle and eliminate discrimination.

We are committed to providing equality of opportunity and anti-discriminatory practice and will not unlawfully discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Caius House oppose and avoid 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, request for flexible working and selection for employment, promotion, training, and other development opportunities.

**Caius House commits to:**

Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the Caius House provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

All staff should understand they, as well as Caius House, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organisation’s work activities.

Such acts will be dealt with as misconduct under the Caius House grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints that could amount to gross misconduct and lead to dismissal without notice.

Further, 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.

Make opportunities for training, development available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the Caius House.

Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

Review employment practices and procedures when necessary to ensure fairness and update them to take account of changes in the law.

Monitor the demographic of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the 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.

**May 2022**

**Date for review: May 2023**