



Equality, Diversity and Inclusion Policy

All Clarion People

DECEMBER 13, 2023

Version 1.1



Introduction

Clarion Insight Ltd is committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

The terms equality, inclusion, diversity and equity are at the heart of this policy:

- Equality means ensuring everyone has the same opportunities to fulfil their potential, free from discrimination.
- Inclusion means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution.
- Diversity means the celebration of individual differences amongst the workforce.
- Equity means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers, ensuring equal opportunities for all.

Clarion will actively support equality, inclusion, diversity, and equity and ensure that all people are valued and treated with dignity and respect. We want to encourage everyone in our company to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. This policy applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.



All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. All Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice. General awareness training will be available, in line with Clarion values and behaviours.

The Head of People has particular responsibility for implementing and monitoring the equality, inclusion, diversity, and equity policy and, as part of this process, all people policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

All people will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be based on aptitude and ability. Everyone will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Company.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers, the senior leadership team and the Exec, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of everyone to this policy and application of its principles are essential to eliminate discrimination and provide equality and equity throughout the Company.

Everyone is invited to comment on this policy and suggest ways in which it might be improved by contacting the Head of People.



Our commitment as an employer

Clarion is committed to:

- creating an environment in which individual differences and the contributions of all our people are recognised and valued
- creating an environment where no form of intimidation, bullying or harassment will be tolerated, everyone is entitled to a working environment that promotes dignity and respect to all
- providing training, development and progression opportunities to all Clarion people
- understanding that equality and inclusion in the workplace is good management practice and makes sound business sense
- reviewing all our employment practices and procedures to ensure fairness and inclusion for all
- taking steps to ensure equity amongst our workforce such as ensuring that our vacancies are advertised to a diverse range of potential candidates, including particular groups that have been identified as disadvantaged or underrepresented in our Company, and ensuring there are no unlawful barriers to accessing our employment opportunities, training, progression opportunities, benefits and facilities
- regularly monitoring diversity in our workforce to ensure equal opportunities throughout Clarion. Where appropriate, measures will be taken to identify and remove unnecessary obstacles and to meet the special needs of disadvantaged or underrepresented groups
- having clear procedures that enable our candidates for jobs and Clarion people to raise a grievance or make a complaint if they feel they have been unfairly treated
- monitoring and reviewing this policy annually



Our commitment as a service provider

Clarion is committed to:

- providing services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation
- making sure our services are delivered equally and meet the diverse needs of our clients
- taking steps to ensure equity amongst our clients, such as removing any unlawful obstacles to accessing our services or facilities. Where appropriate, measures will be taken to identify and remove unnecessary barriers and to meet the special needs of disadvantaged or underrepresented groups
- having clear procedures that enable our clients and service users to make a complaint if they feel they have been unfairly treated.
- monitoring and reviewing this policy annually

Reporting if you work for Clarion:

If you believe that you have suffered discrimination and you feel you able to, please initially discuss your concern with your line manager or a member of the leadership team. If you feel you are not able to do this, or it is not appropriate then please raise the matter through the grievance procedure.

Reporting if you are a client or service user:

If a client or service user feels they have suffered discrimination, or any detriment covered by this policy then they should firstly raise it with their Clarion contact.

Breaches of this policy will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice.



Clarion's Commitment to equality of opportunity:

Age

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people are given equal access to our employment, training, development and promotion opportunities and
- challenge discriminatory assumptions about younger and older people.

Disability

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities. If we feel that a particular adjustment would not be reasonable, we will discuss this with you and try to find an alternative solution where possible
- challenge discriminatory assumptions about disabled people and
- seek to continue to improve access to information by ensuring availability of the right systems and tools depending on the needs of the individual
- If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate
- We will keep the physical features of our premises under review to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access. As we are in a managed facility we will work with the building facilities team to support in this matter.

Race

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racist incidents and actively promote race equality and inclusion in Clarion
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.



Gender

We will:

- challenge discriminatory assumptions about gender
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same and
- provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

Sexual orientation

We will:

- ensure that we take account of the needs of everyone, including the LGBTQ+ communities
- promote positive images of the LGBTQ+ communities
- challenge discriminatory assumptions about the LGBTQ+ communities
- offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

Religion or belief

We will:

- ensure that everyone's religion or beliefs and related observances are respected and accommodated wherever possible and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

Pregnancy or maternity

We will:

- ensure that people are treated with respect and dignity during pregnancy or maternity leave
- challenge discriminatory assumptions about pregnancy or maternity and
- ensure that no individual is disadvantaged during pregnancy or maternity leave and that we take account of the needs of our people during pregnancy or maternity leave.



Marriage or civil partnership

We will:

- ensure that people are treated with respect and dignity regardless of marriage or civil partnership status
- challenge discriminatory assumptions about the marriage or civil partnership of our employees and
- ensure that no individual is disadvantaged as a result of their marriage or civil partnership status.

Part time and fixed term work

Part time and fixed term staff should be treated the same as comparable full time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Equal pay

We will ensure that all Clarion people have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.



Amendment History

Version	Date	Changes made	Made By
0.1	05/10/23	New Policy	Mandy B
0.2	17/10/23	First Review	Penny H
0.3	05/12/23	Director Review	Sarah B
1.0	13/12/23	Publication	Penny H
1.1	20/12/23	Update for website publication	Penny H/Sarah B