



# Equality, Diversity and Inclusion (EDI) Policy

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## 1. Scope

Crustacean Compassion is committed to embedding EDI in the heart of our work. We believe that everyone should be recognised equally and be able to engage with our work fairly and inclusively at all levels.

This policy covers all current and potential employees, contractors, consultants, agency workers, suppliers, candidates, and visitors. It covers discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex or sexual orientation as set out in the Equality Act 2010.

Crustacean Compassion recognises that there can be difference between the physical sex and gender assigned at birth and an individual's gender identity/expression, therefore, this policy also covers discrimination on the basis of a person's gender identity. This policy should be read in conjunction with the Equality Opportunities Policy.

## 2. Policy

Crustacean Compassion recognises that providing equality of opportunity, valuing diversity and promoting a culture of inclusion are vital to our success. We want our staff, suppliers, and partners to reflect the diversity of the regional, national and international communities that we serve. We aim to be a place where people can be free to be themselves no matter what their identity or background. By creating working and social environment in which individual 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 our activities, policies and decisions and will work with our partners to share good practice. Key to this is our commitment to implementing a programme of activity to progress our equality aims and objectives.

## 3. Commitment

Equality is at the heart of our Mission and Values Statement and our aim is to make full use of people's talents and skills by creating an open and inclusive workplace culture where people from all backgrounds can work together with dignity and respect.

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

- Complying with legal obligations in a transparent manner
- Developing and mainstreaming equality, diversity and inclusion into the organisation's planning process
- Publishing this policy widely amongst staff and on our website
- Assess the impact of policies, content and working practices to identify, remove or mitigate any disadvantage to underrepresented groups or recognise any cultural or religious sensitivity of differences
- Take action to redress any gender, racial or other imbalance highlighted from monitoring data
- Promote awareness and understanding of EDI matters among staff and other parties through policies, training, guidance and campaigns
- Engage with staff in respect of changes which may affect their employment
- Ensure that staff and partners are treated fairly and judged solely on merit and by reference to their skills and abilities.

- Raise awareness of our policies and commitment to EDI with external suppliers, contractors and partners and encouraging them to follow similar good practice
- Ensure reasonable adjustments are made, as appropriate, to enable staff and candidates with disabilities or additional needs to overcome barriers in the working, learning and social environment
- Requiring that our content material, where practical, includes positive and diverse content that is sensitive and relevant to our global community
- Ensure staff and other parties are provided with appropriate tools so that they feel confident to discuss EDI issues and raise any concerns
- Deal with potential and actual acts of discrimination, harassment and bullying appropriately under relevant Crustacean Compassion policy and taking appropriate action where necessary.

#### **4. Roles and responsibilities**

Everybody working for or connected with Crustacean Compassion has a responsibility to promote EDI. The Chief Executive has ultimate responsibility for ensuring that this policy is fully implemented and for leading the implementation of Crustacean Compassion strategy in relation to equality, diversity and inclusion for staff and in conjunction with content and operational activity.

#### **5. Implementation requirements**

This policy will be implemented through Board Approval. Progress against any actions and objectives will also be reported to the Board and Chair on a regular basis.

We will assess the impact of this policy by monitoring:

- Monitoring data on staff will be reported to the Board and Management Team quarterly
- The Communications and Human Resources team will put in place and maintain measures to ensure that, as far as possible, Crustacean Compassion content is created in line with the provisions set out in this policy.

This policy will be reviewed regularly to ensure that it reflects best practice and current legislation.

#### **6. Training**

All staff are required to take part in EDI training appropriate to their role with new staff required to take EDI training as part of their induction. EDI training is to be refreshed as necessary for all staff members.

#### **7. Complaints and Procedures related to Equality, Diversity and Inclusion**

Crustacean Compassion expects all members of its staff and wider community to treat others equitably, with dignity and respect. Anyone who believe they have been discriminated against, harassed or bullied has the right to make a complaint free from victimisation or fear of retaliation. Please refer to employee policies for the appropriate procedure to follow