



EQUALITY, DIVERSITY AND INCLUSION POLICY

PURPOSE

Sustrans is committed to reducing inequality, valuing diversity, enabling inclusion, and ensuring all people are treated with dignity and respect. We believe that these are essential attributes of any Charity that seeks to promote valuable and lasting change in our society.

POLICY

Sustrans will work to ensure that all our employees, volunteers and others who work for and with us, partner organisations, suppliers and all others with whom we have contact, have a right to be treated with dignity and respect and to benefit from equality of opportunity in respect of employment and service delivery.

Sustrans values diversity and our intention is to ensure that anyone who has contact with us in the course of our work, whether in person, or through our website, our publications or as a recipient of any training or service that we provide, receives fair and equal treatment.

Sustrans is also committed to building a diverse workforce where we seek to realise an environment in which all are valued. This commitment applies equally to our staff, volunteers, Board of Trustees and our senior management

We are committed to preventing unlawful discrimination, harassment victimisation, and other conduct prohibited by the Equality Act 2010

Sustrans will apply this policy consistently and will not discriminate on grounds of age, disability, gender, gender reassignment, marital or civil partnership status,



3. Following recruitment procedures that are fair and open and prevent discrimination, whilst also helping to create a workforce that reflects the diversity of our society .
4. Having policies, procedures and practices that support employee wellbeing by encouraging a positive and healthy work life balance and ensuring that reasonable adjustments are made to support staff with special requirements in order for them to fully and effectively



Appendix 1

RESPONSIBILITIES UNDER THIS POLICY (Who does it ...)

Chief Executive

1. Is accountable to the Board of Trustees for the implementation of this policy, and for ensuring that the commitments that it makes are reflected in all areas of the business in both policy and practice.

Executive Team

2. Act as EDI role models and have



Appendix 2

EDI PROCEDURE AND PRACTICE



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Diversity and Inclusion.

14. At all times Sustrans will comply with its obligations for ensuring data is



Buildings and Accessibility (Head of Estates)

20. The Chief Operating Officer will be responsible for ensuring that the Estates team reflects FW WKH & KDULW\pV equality, diversity and inclusion, in the purchase, lease and/or maintenance of properties used by the organisation, as well as in infrastructure projects carried out by the Charity . This includes specifically the responsibility for ensuring that factors such as accessibility are considered.

Equality, Diversity & Inclusion National Forums (HR Business Partners)

21. The HR business partners will be responsible for liaison with EDI Forums in Bristol, Edinburgh and London. Each EDI forum has a terms of reference agreed by their respective regions director. The HR business partner will serve an advisor, and communicator between Executive and each EDI forum.



Appendix 3:

EDI ACTION PLAN (What we do...)

22. It is important that the Charity takes actions that will ensure the implementation of this policy, and the realisation of our commitment to Equality Diversity and Inclusion.
23. An overall Equality, Diversity and Inclusion action plan is prepared for the Charity as a whole on an annual basis, and identifies actions to be taken at an organisational level to support the implementation of this policy. Actions will include things like work to improve or update the areas of policy, procedure and practice outlined above, or one off initiatives that would be intended to affect the whole charity (e.g. an event promoting employee wellbeing). This plan is owned by the HR and Support Services Director and HR Business Partners on behalf of the Chief Executive, and tasks relevant staff with delivery of the actions as appropriate.
24. As part of the usual business planning cycle, and as a subset of the overall plan described above, regional, national and central teams, will also be empowered identify local actions that are required to ensure that this policy is enacted fully in their area (e.g. what steps will a regional team take to ensure that they assess risks to Equality and Diversity in the work they deliver, or how will they engage with local communities to improve the diversity of recruitment or volunteering applications in their area). Where an EDI group is present, such plans will usually be developed in consultation with them and signed off by the relevant Executive Director.
25. A template EDI Action Plan is included at appendix 1. This will be prepared each year by the Director of HR, and Support Services and signed off by the Executive Team.
26. The Director of HR and Support Services will report regularly to the board on progress against delivery of the action plan, and more generally on the data including Gender Pay Gap reporting.

Appendix 1 : Sample Action Plan T emplate

Policy/Commitment	Actions	Accountable	Responsible	Deadline	Progress		Notes
					This month	Last Month	
<p><i>EXAMPLE:</i> Maintaining employment policies and procedures that are fair and equal in their treatment of all employees, regardless of age, sex, race (including ethnic origin, colour, nationality or national origin), faith, marital status, gender identity, sexual orientation, disability or pregnancy and maternity.</p>	<p><i>HR to draw up a review schedule for all employment policies</i></p>	<p><i>James Bigwood</i></p>	<p><i>Gill Walker</i></p>	<p><i>xx/xx/xx</i></p>			
	<p><i>Priority policies for review are to be looked at as soon as possible. These are:</i> <i>Harassment and Bullying</i> <i>Recruitment (including Equal Opportunities)</i> <i>Redundancy</i> <i>Grievance</i> <i>Disciplinary</i> <i>Performance Management</i> <i>Absence Management</i></p>	<p><i>James Bigwood</i></p>	<p><i>Gill Walker</i></p>	<p><i>xx/xx/xx</i></p>			