



Cirk Hes Ltd

Unit F8, Helston Business
Park Clodgey Lane Helston TR13
8FZ info.cirkhes@gmail.com

Registered Charity: 1106043 Company
No: 04849987

Cirk Hes Ltd equality, diversity and inclusion policy

Cirk Hes Ltd is committed to encouraging equality, diversity and inclusion among our workforce, volunteers, freelancers, board and participants, and eliminating unlawful discrimination.

The aim is for all within our organisation, and all working for and with it, or participating in its provisions, to be truly representative of all sections of society and our community, and for each individual to feel respected and able to give their best.

Our organisation also strives in its provision of products, services and facilities to counter any unlawful discrimination it comes across, using this policy as a tool of both cessation and prevention.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our organisation, whether temporary, part-time, full-time, or voluntary. Be they staff member, participant or member of the public.

2. 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
- sex
- sexual orientation



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3. Oppose and
discrimination. This includes in:

avoid all forms of unlawful

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion within the workplace, the training space, or indeed any creative working environment, that the organisation has established, as they are good practice and make business sense

2. Create similarly an 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, service users, and the wider community are recognised and valued.

This commitment includes making managers and all other staff members and volunteers aware of their rights and responsibilities under this equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and access, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, 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

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others



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in the course of the
activities.

organisation's provisions and

Such acts will be dealt with as misconduct under the organisation'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.

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.

4. Make opportunities for training, development and progress available to all staff, and volunteers, 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 organisation.

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

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

7. Monitor the make-up 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.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found within our Organisations 'Governance Manual'. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.



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Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by senior management and has been reviewed and updated by

Naomi Lewis Charity Manager 3 June 2024

and authorised on behalf of our Board of Trustees

by

Print Name David Ellis - Secretary Date 10 June 2024

Last reviewed and approved by the Board 18/09/2026

Authorised by Sec /Trustee Mr david Ellis